

Volunteer Chair

Basic Function:

To identify and secure volunteers to assist at the conference.

Time Commitment: Before Conference – Medium, During Conference – High, After Conference – Low

Additional Duties:

In general, the volunteer chair will

- Work closely with planning committee to determine volunteer needs.
- Monitor the Volunteer email account and correspond as necessary.
- Create a volunteer request form and have the marketing team upload to the website.
- Secure volunteers and communicate the expectations.
 - o Check in process
 - o Do they need to do anything after their volunteer time? (e.g. people who introduce speakers should put a count of attendees on each intro and return those sheets to the volunteer table when they are done)
- Order the correct number of volunteer t-shirts.
- Answer questions from volunteers as needed.

At the event: (Must be available all-day Wednesday, Thursday, and Friday)

- Ensure the volunteer table is “staffed” during all registration hours.
- Check in volunteers and provide direction for role.
- Answer questions that volunteers may have.
- Check in speakers and distribute necessary materials, as requested by Program Chair(s).

After the event:

- Participate in the conference debrief.

Additional Information:

- This position is eligible for conference proceeds, assuming the conference makes money. The chair(s) will get a portion of the proceeds that are set aside for major conference chair positions and that may be given to his/her local chapter, the State Council, or a split between the two.