



### **Conference Team Chair**

*In coordination with the NACA Office, the Conference Committee Chair leads the efforts in planning and executing initiatives for conferences that are intended to create networking opportunities for members, enhance membership growth and engagement, and cultivate a space for conducting business. The Conference Chair must attend the conference to execute their initiatives and assist with the experience.*

**Key Competencies:** Supervising, Event Support, Cultivating a Sense of Belonging

#### **Specific Responsibilities:**

- Pre-event Responsibilities:
  - Responsible for every aspect of managing the planning and execution of conference initiatives, including managing the workflow of team leaders to meet deadlines, creating team schedules and delegating tasks as necessary.
  - Leads the team members to brainstorm initiatives aimed at fostering attendee engagement, robust educational initiatives, and business connections.
  - In conjunction with office staff, selects a diverse and representative team and assists in the solicitation of additional volunteers as necessary.
  - Serves as primary program ambassador leading up to the event.
  - Communicates logistical and volunteer needs for initiatives to the NACA Office.
  - Schedules and facilitates regularly scheduled meetings, including creation and upkeep of agenda.
  - Reviews educational program proposals and is strongly encouraged to submit at least one educational program proposal.
  - Reviews Showcase Selection applications, assisting with additional recruitment as needed.
  - Ensures team abides by all Association policies and procedures.
  - Maintains regular communication between NACA Office staff and team members, integrating liaison team members as necessary.
    - Serves as project manager and primary contact to national team liaisons, ensuring liaison initiatives are staffed and completed.
- On-site Responsibilities:
  - Leads and facilitates on-site meetings to ensure the team is up to date on the schedule, initiatives, and any additional information as well as build team morale.
  - Identifies and assigns team members to assist national team and Conference Team initiatives as necessary.
  - Leads the team to engage with attendees and bring NACA's mission and vision to life.
  - Manages implementation of all team initiatives.
  - Act as a role model for the team by participating in the following:
    - Staff registration table, along with NACA office staff.
    - Marketplace Grand Opening Welcome, focusing on high energy excitement to promote interaction between attendees.
  - Assists in the supervision of Campus Activities Marketplace for the conference as per printed policy, assisted by NACA staff.
- Leaders (defined as Chair, Coordinator, or Facilitator) may be periodically asked to provide reports to the Board of Directors. Reports will include updates from their team towards the group charge and/or strategic plan.



- Assures that the Association's Mission, Vision, and Statement on Diversity are reflected in the attendee experience by helping create an inclusive, hospitable environment where all attendees feel welcome.
- Additional responsibilities as assigned and agreed upon with NACA staff liaison.

#### **Qualifications/Expectations:**

- Attends the conference for the entire event to set the tone for attendee engagement.
  - Arrives at least two hours prior to registration opening.
- Open to part-time (50%) or full-time employees of NACA member institutions.
- Volunteers are encouraged to speak with a supervisor about professional opportunities presented by volunteering with NACA, such as professional and personal growth, and possible financial support.
- If the volunteer changes jobs during the position's term, NACA office staff must be informed of this change within two weeks.
  - If the new institution is not a member, they must join as a member within 30 days of hiring.

#### **Association Support:**

- Access to NACA Google Drives
- Conference Planning Sheet
- NACA Office will provide more information regarding financial support.
- NACA Liaison: Meeting & Experience Manager

#### **Time Commitment:**

- 8 months, term dates dependent upon conference dates.
- Approximately two hours a week, including meetings and independent planning/organization
  - *Time commitment increases in the weeks leading up to the conference & is often dependent upon team-planned initiatives.*

#### **Supervision Exercised:**

- Education Team Lead
- Hospitality Team Lead
- Communications Lead

#### **Competencies:**

- Cultivating a Sense of Belonging
- Event Support
- Intentionality in Student Learning
- Networking and Business Relationships
- Recruitment and Retention
- Relationship Development
- Supervising