**Role:** 2020 Conference Coordinator Chair (Non-Voting)

**Selected By:** CONAHRO Board via Sponsoring Agency

**Term:** November 2019 – November 2020

**Compensation:** Unpaid volunteer. –The Conference Coordinator Chair will have the opportunity to attend the annual conference in Colorado. Hotel, mileage and meals to be paid by CONAHRO on a reimbursable basis based on actual receipts submitted and hotel conference rate for lodging and IRS mileage reimbursement rate.

**Overview:** The Conference Coordinator Chair assists conference participants with their registration leading up to the annual state conference, manages financial transactions, provides customer service, collects data, and increases CONAHRO conference attendance numbers. This role is also responsible for the administration and management of sponsorship solicitations in conjunction with the Outreach Coordinator, Conference Planner, vendors, and sub-committees.

**Volunteer Duties:**

**Annual Conference**

* Collaborate with CONAHRO Board and Outreach Coordinator to select conference space
* Negotiate rate and present conference contract updates and recommendations to CONAHRO for approval by end of the second quarter of the year
* Prepare a timeline and planning guide, and budget for the annual conference to present for approval
* In conjunction with the Outreach Coordinator prepare and present the conference budget for approval by the CONAHRO Board
* Serve as Chair in overseeing all aspects of the annual conference, coordination with various committees, Outreach Coordinator, CONAHRO, vendors, etc.
* In conjunction with the Outreach Coordinator, promote, manage and execute annual “What Home Means to me” Poster Contest:
  + Send out notice of contest with rules and applications to members
  + Develop a strategy for judging posters (usually by conference attendees at annual event)
  + Send winning posters to the Region for national competition judging
  + Mail gift card and award letter to the winners
  + Update website with the winning posters

**Registration**

* Assist in the development of online and paper registration.
* Resolve participant registration problems, assist in registering, issue refunds, and provide quality customer service.
* Work with Outreach Coordinator on timeline and delivery for online and packet mailing operations.
* Coordinate with deliveries and supervise packing up and moving registration materials at site.
* Plan and execute registration brochure distribution; recruit volunteers to distribute brochures, mailings as necessary.
* In conjunction with the Outreach Coordinator, orders all conference materials (copying, signs, badges, bags, pads, pens, awards, and other items as identified
* Work registration and check in table at conference.
* Update conference planning committee with registration number and comparatives to prior years.
* Responsible for ensuring the conference brochure is created and reflects accurate information of events, scheduling, and sponsors.
* Provide exceptional customer service by answering questions and managing logistical matters with the presenters, hotel and other vendors.

**Sponsorship**

* With Conference Planner, Outreach Coordinator, develop a target list of potential sponsors with key contact names and addresses; Delegate list and categories to subcommittee members.
* In conjunction with the Outreach Coordinator, participate on the Conference Planner to discuss sales, sponsorship opportunities, leads and reviews.
* In conjunction with the Outreach Coordinator, may assist in preparing introductory letters and schedule mailings, calls, and meetings for sponsorship.
* Refer sponsor solicitations to the Outreach Coordinator
* In conjunction with the Outreach Coordinator, may assist in developing, a checklist for sponsors based on the benefits agreed upon in contract/agreement.
* Work with Site Logistics Chair to determine sponsor rental needs, setup, banners, etc.
* Oversee Team Tailgating area and sales; Order tables, chairs, and banners

Delivers the promised benefits to sponsors.

* Assist with other duties as assigned

**Entertainment and Vendor Booth Logistics**

* Serve as chair regarding entertainment portion of the conference and present recommendations to CONAHRO regarding the venue, theme, budget, etc.
* Serves as liaison with vendors prior, during and after the event
* Creates show room floor map
* Sets up entertainment for opening night vendor reception and final nights festivities
* Works with the lighting, AV and sound crews
* Selects food and beverage options for opening and closing reception
* Ensures all site logistics are in place during the even
* Recruits and energizes volunteers
* Works with all event committees
* Identifies volunteer needs and figures out how to meet them
* Communicates with volunteers
* Organizes and delegates event night tasks

**Attendance Requirements**

* All monthly committee meetings; monthly subcommittee meetings; staff and onsite meetings as requested; Event setup and strike.
* Will also be required to attend board meetings following the event to review course feedback and scoring and types up proposals for the following years conference.
* Responsible for the hand off of the work plan for coming years conference to incoming Annual Conference Coordinator