


AORE ANNUAL CONFERENCE VOLUNTEER OPPORTUNITIES

Myrtle Beach, South Carolina | October 28-30, 2020

<p>CONFERENCE CHAIRS</p> <p>Two members come together to support the action teams. Their role is to keep those teams moving forward throughout their assigned tasks. These roles serve from January/February through the conference and post-event evaluation period.</p> <p><i>Time Frame: Jan-Nov</i> <i>Time per Month: 10-15 hours</i></p>	<p>ACTION TEAMS</p> <p>Each of the teams listed below is comprised of one (1) to two (2) team leads and variable amounts of interested team members to support the efforts pre-conference and/or onsite. The timing of and amount of commitment varies per action team.</p>	<p>ONSITE VOLUNTEERS</p> <p>Closer to the conference, a complete schedule with volunteer slots identified will be released. Every attendee is encouraged to sign up for at least one (1) time slot, which can range from one (1) to three (3) hours. The tasks/responsibilities are easy to convey, require little to no training, and help ensure a positive attendee experience.</p>
<p>ACTION TEAMS</p> <p style="text-align: center;"></p>	<p>AUCTIONS</p> <ul style="list-style-type: none"> • Live auction • Silent auction <p><i>Time Frame: Feb-Oct</i> <i>Time per Month: 5-15 hours</i></p>	<p>AWARDS + RECOGNITION</p> <ul style="list-style-type: none"> • Applications • Selection • Plaques • Scholarships • Banquet program <p><i>Time Frame: Feb-Oct</i> <i>Time per Month: 5-10 hours</i></p>
<p>CAREER DEVELOPMENT</p> <ul style="list-style-type: none"> • Career HQ / Career Fair • Employer presentations • Job fair / postings • Mock interviews • Resume reviews • Networking Lunch <p><i>Time Frame: Feb-Oct</i> <i>Time per Month: 5-15 hours</i></p>	<p>EDUCATION + RESEARCH</p> <ul style="list-style-type: none"> • Breakouts • Collaborate • Pre-con workshops • Proceedings • Snap and Deep Dive • Summit Series • Symposium and Posters <p><i>Time Frame: Feb-Oct</i> <i>Time per Month: 5-15 hours</i></p>	<p>MARKETING</p> <ul style="list-style-type: none"> • Flyers • Photography • Prospect lists • Social media • Videography <p><i>Time Frame: Feb-Oct</i> <i>Time per Month: 5-10 hours</i></p>
<p>SOCIALS</p> <ul style="list-style-type: none"> • Awards social • Committee socials • Program socials • Opening night celebration • VIP/Executive reception <p><i>Time Frame: March-Oct</i> <i>Time per Month: 5-10 hours</i></p>	<p>SUSTAINABILITY</p> <ul style="list-style-type: none"> • Event plan • Supply chain management • Food and beverage • Diversity/inclusion • Resource management • Exhibitions • Measurement/reporting • Service project <p><i>Time Frame: March-Oct</i> <i>Time per Month: 5-10 hours</i></p>	<p style="text-align: center;">Learn more and submit your name at:</p> <p style="text-align: center;">aore.org/volunteering.php</p>

EXPECTATIONS OF ACTION TEAM LEADS

- Work with AORE staff and conference chairs to complete the tasks associated with action team.
- Attends 1-2 meetings per month (Feb-Oct) to provide updates, ask questions, discuss needs, etc... These meetings may be conference chair led or action team led.
- Understand existing action team tasks and timeline (on Smartsheet) and work to complete those tasks along with co-lead, action team members and/or onsite volunteers as necessary.
- Engage at least once per week with conference planning team and action team on Slack
- Track task progress in Smartsheet as applicable, at least once per month
- Help recruit volunteers for action team support and onsite support
- Fill in gaps where needed in regards to task completion and workload
- Participate in after-action-review process post-event