

AORE Annual Conference 2020

CONFERENCE CHAIRS

AVAILABILITY

- Conference planning runs from January through November.
- From January through the summer, 1-3 meetings with the leadership team will be held each month; summer through fall, this may increase to once per week at most. Leadership calls are typically one (1) hour.
- Video calls are strongly preferred; we use Zoom as our conference call platform.
- Must have job flexibility to join calls, field emails, update documents.
- Must have administrative and other support to devote more time to the planning process during August through November, including being onsite at the conference.

RECRUIT

- Understand action team tasks and select which teams each chair will oversee
- Help recruit action team leads + volunteers

MAINTAIN

- Check in with action teams on monthly basis to ensure task completion
- Provide status updates in Smartsheet re: check-ins, progress, issues, needs
- Bring back to leadership team meetings any significant challenges/updates; help remove barriers
- Weekly Slack monitoring of action team and leadership channels
- Attend bi-weekly planning meetings w/leadership team (video conference)
- Ensure tasks are completed in a timely manner; bridge any gaps in action team workload as needed

ONSITE

- Check-in daily with action team leads and leadership team
- Fill in as needed with volunteer, team lead emergencies (gaps, no shows, etc)
- Run a daily huddle (chairs + team leads) every morning to help bring group together, provide cohesion, and address any urgent changes
- Participate in After Action Review process