



Annual Conference Volunteer Opportunities

CONFERENCE CHAIRS	ACTION TEAMS	ONSITE/VIRTUAL VOLUNTEERS
<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>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>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>Virtual volunteers assist with education session and chat moderation the week of the virtual event.</p>

CONFERENCE CHAIR

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

CONFERENCE ACTION TEAMS

(Time frame assumes a conference held in the quarter 4 of the year.)

<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>VIRTUAL VOLUNTEER</p> <ul style="list-style-type: none"> • Chat moderation • Session 'host' <p><i>Time Frame: Pre-Conference training & Week of Conference</i></p>

ACTION TEAM LEAD EXPECTATIONS

- 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

ACTION TEAM MEMBER EXPECTATIONS

It is expected that action team members:

- Be prepared for, attend and engage in all action team meetings.
- Respond to all action team related emails, polls and surveys in a timely fashion (ideally within 48 hours).
- Maintain an open line of communication with team leads in regards to availability/capacity.
- Fulfill agreed upon commitments and communicate any challenges with the team leads.
- Recognize that action team work is volunteer based, and be respectful of everyone's effort on the action team.