

# ADRP Volunteer Job Description

## International Conference Committee, standing Chair and Chair Elect

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### Purpose of Committee

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COMMITTEE MISSION: Plan and execute a multi-day ADRP International Conference in collaboration with the ADRP Office that positively impacts ADRP members, non-members and sponsors, as determined through conference feedback tools.

The annual International Conference is the flagship event for ADRP, welcoming the largest attendance for any ADRP program and total number of volunteers. This program also requires the largest amount of association staff resources. The Chair-Elect and Chair of the International Conference Committee lead the committee responsible for planning and executing an event in collaboration with the office that benefits both the organization and its members.

This is a two-year commitment, allowing volunteers to participate in the conference process prior to leading the effort. You will serve one year as chair-elect and one year as chair. The time commitment for these roles will require one to five hours a week and a full week on site for the conference.

### Responsibilities for Chair

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1. Assist in the identification of the Chair-Elect and mentor this volunteer throughout the conference planning and execution process. Can assign tasks to the Chair-Elect as appropriate.
2. Appoint sub-committee chairs for all conference committees and provide guidance and advocacy through the planning process. All sub-chairs should be approved by the ADRP leadership prior to confirmation. Committees must include, but are not limited to, content, sponsorship, marketing and communications, attendee experience, and diversity and inclusion. The Chair shall hold ultimate oversight and responsibility for the work of each committee.
3. Set an educational agenda for all conference content in collaboration with Board of Directors, Office, and Content Subcommittee Chair(s).
4. Research and recommend keynote and plenary speakers, and serve as point of contact for speakers and/or their representatives.
5. Choose theme for conference as appropriate and recommend to leadership.
6. Create a robust communications strategy in collaboration with the Office and sub-committee that generates enthusiasm for conference content and registration.

7. Engage with sponsors and exhibitors as the primary representative of ADRP.
8. Work with ADRP Office to manage a conference budget that not only serves as the largest revenue generating program for the organization, but also provides an outstanding experience for all attendees.
9. Assist the Office in conference contract negotiations as necessary.
10. Lead regular calls with planning committee chairs. Meetings should increase in frequency as the conference draws near. Also should participate in sub-committee calls as needed.
11. Provide regular conference updates to the Board Liaison and ADRP leadership, and collaborate on key conference initiatives.
12. Oversee preparation of podium script for all key conference sessions, welcomes, announcements, and introductions.
13. Serve as a primary podium speaker at the Conference providing welcomes, updates, and housekeeping points as needed.
14. Serves as conference ambassador through personal networks and professional engagements prior to and during the conference. Attend and/or participate in all-attendee gatherings.
15. Share and repost conference social media content as prepared and posted by conference committee and members.
16. Participate in any post-conference evaluation sessions and volunteer exit survey.

#### Responsibilities for Chair-Elect

1. Participate in all regular calls with planning committee chairs and Chair. Meetings should increase in frequency as the conference draws near. Also should participate in sub-committee calls as needed and one-on-one calls with the Conference Chair.
2. Participate in regular conference updates to the Board Liaison and ADRP leadership, and collaborate on key conference initiatives.
3. Assist in the choosing of theme for conference as appropriate.
4. Assist in activities of sub-committees as assigned by the Chair.
5. Assist in the research and recommendation of keynote and plenary speakers, and serve as point of contact for speakers and/or their representatives as assigned by the Conference Chair.
6. Participate in conference budget training from the Office and Chair.
7. Serves as conference ambassador through personal networks and professional engagements prior to and during the conference. Attend and/or participate in all-attendee gatherings.
8. Share and repost conference social media content as prepared and posted by conference committee and members.
9. Participate in any post-conference evaluation sessions and volunteer exit survey.

## Qualifications and Skills

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- Previous volunteer experience with ADRP and experience in the field of donor relations. Volunteer experience with the ADRP International Conference preferred.
- Some previous experience in/knowledge of event planning preferred.
- Demonstrate extensive knowledge of ADRP codes of conduct, business and operational practices, and the profession of Donor Relations and Stewardship.
- Strong interpersonal communication skills and ability to speak in public.
- Current ADRP member.

## Committee Composition: Recruitment and Diversity

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The ADRP Board of Directors recommends the following composition of committee sub-chairs to best represent diversity and inclusion in our membership:

- Include at least one member within the first or second year of their ADRP membership who has had at least one previous ADRP volunteer experience.
- Include at least one veteran ADRP volunteer and member who brings an historical perspective to the task at hand – preferably for the content committee.
- Committee Chair should consider diversity in organization type, geography, and demographic diversity (race, ethnicity, age, gender, etc.) of members if possible.

These guidelines also apply to the recruitment of all volunteers for the conference on each sub-committee.

Committee recruitment: The ADRP Volunteer Management Coordinator, Board Liaison, and past conference Chair can assist in the identification of possible sub-committee chairs.