

CONFERENCE EDUCATIONAL SESSIONS COMMITTEE MEMBER

Position Summary:

The Educational Sessions Committee Member is appointed by Educational Sessions Director to serve a one-year term. The committee reviews and selects the educational session speakers, develops the educational programs and handles all communication between The Conference and the speakers before, during, and after The Conference.

Reports to: Educational Sessions Director/Director-Elect and works closely with staff

Volunteers Needed: Fourteen (14) volunteers including Director and Director-Elect
Assign one social media liaison and one young professional to committee

Requirements:

- Must be a current member of DallasHR or another TX SHRM Chapter and have held membership for at least one year
- Must serve on the Educational Sessions Committee for at least one year
- Attend monthly committee meetings
- Attend and volunteer all four days of The HRSouthwest Conference
- Attend the speaker selection full day meeting in March
- Attend the session slotting meeting in April
- Participate in the mandatory volunteer training webinar
- Act as conference representative during scheduled events promoting the conference (DallasHR monthly luncheons) and in general to the HR community
- Adhere to DHRMA Bylaws and Code of Ethics

Responsibilities:

- Participate in the speaker review and selection process
- Participate in the speaker slotting process
- Regularly review the Educational Sessions Programming Grid while executing assignments
- Send required communications to assigned speakers throughout the course of the year to ensure they've registered and have the details needed to be successful as a speaker
- Assist the Director in the management of the Speaker Prep Room on-site and serve as an ambassador for speaker relations
- Assist on-site in the management of the Educational Sessions including serving as a hallway monitor, session coordinator, and speaker liaison
- Active participation on HRConnect to engage members by sharing best practices and knowledge

Note: All contracts are negotiated by Staff with input from the volunteer leadership. All contracts must be signed by Executive Director.

RESOURCE CENTER COMMITTEE MEMBER

Position Summary:

The Resource Center Committee Member is appointed by the Resource Center Director to serve a one-year term. The Resource Center at conference is an area in the Marketplace offering books, promotional items, business center type activities, speaker handouts and more to conference attendees. The Resource Center committee's responsibility is to coordinate the stocking, inventorying, and selling of books, coordinate speaker book signings, and ensure the resource center runs smoothly during conference.

Reports to: Resource Center Director/Director-Elect and works closely with staff

Requirements:

- Must be a current member of DallasHR and have held membership for at least one year.
- Attend monthly committee meetings
- Participate in the mandatory volunteer training webinar
- Act as conference representative during scheduled events promoting the conference (DallasHR monthly luncheons) and in general to the HR community
- Attend and volunteer in the Resource Center during the four-day conference
- Adhere to DHRMA Bylaws and Code of Ethics

Responsibilities

Partner with staff liaison to coordinate committee activities and ensure the successful execution of the following:

- Coordinates with committee director/director elect to create a list of speaker books available in the Resource Center
- Assists with maintaining inventory before, during and after conference
- Unpacks, displays and packs all materials related to the resource center
- Works with staff and publishers to reconcile returned inventory, ensuring accuracy of credits and payment of invoices
- Coordinates with staff to setup appropriate data connections and equipment on-site
- Facilitate schedules and activities related to book sales, book signings, and other resource center activities during the conference
- Active participation on HRConnect to engage members by sharing best practices and knowledge

Note: All contracts are negotiated by Staff with input from the volunteer leadership. All contracts must be signed by Executive Director.

SPECIAL EVENTS COMMITTEE

Position Summary:

The Special Events Committee is appointed by the Special Events Director/Director-Elect to serve a one-year term. The Special Events committee's responsibility is to prepare, coordinate and execute prizes, entertainment, on-site food and beverage, and manage the silent auction.

Reports to: Special Events Director/Director-Elect; works closely with staff

Requirements:

- Time Commitment: Approximately 5 hours per month plus 4 full days onsite at HRSWC
- Required to attend The HRSouthwest Conference
- Attend the mandatory volunteer training webinar
- Must be a member in good standing of a Texas SHRM Chapter
- Adhere to DHRMA Bylaws and Code of Ethics
- Partner with Staff liaison to coordinate committee activities and ensure the successful execution of committee goals and tasks (See Staff Liaison Job Description)

Responsibilities:

- Active participation on HRConnect to engage members by sharing best practices and knowledge
- Represents conference in the human resources community
- Works with staff to coordinate exhibitor prize drawings in the Marketplace
- Works with staff to research and recommend entertainment options for general session(s) and receptions (if any). Contract negotiation managed by staff.
- Coordinates with entertainment for scheduling, rehearsals, expectations, etc.
- Develops opening/closing session activities and receptions
- Selects and coordinates decor for each entertainment event
- Coordinates with staff and food and beverage vendor for food and bar set up for events
- Works closely with staff to solicit and showcase auction items
- Develops article for newsletter advertising silent auction
- Coordinates receipt and inventorying of all auction items from donors
- Coordinates distribution of items to winning bidders
- Coordinates with Staff to collect silent auction payments
- Works with Staff to select menus and all food & beverage needs. All final Banquet Event Orders must be reviewed and approved by staff.
- Reviews post-conference invoices for accuracy and submits to staff for payment
- Updates and document procedures relative to specific area of responsibilities
- Appropriate management of budgetary funds within areas of authority. Track spending and contractual commitments to assure budget compliance.

Note: All contracts are negotiated by Staff with input from the volunteer leadership. All contracts must be signed by Executive Director.

SPECIAL SERVICES COMMITTEE

Position Summary:

The Special Services committee's responsibility is to manage schedules and teams who only serve an on-site role, including but not limited to the temporary event staff and Welcome Center. This role also partners with staff to develop, document and/or test new Conference deliverables. The Special Services committee is appointed by the Special Services Director (immediate past conference director) to serve a one-year term.

Reports to: Special Services Director; works closely with HRSWC staff

Requirements:

- Time Commitment: Approximately 10 hours per month plus 4 full days onsite at HRSWC
- Attend committee meetings and activities
- Required to attend The HRSouthwest Conference
- Participates in the mandatory volunteer training webinar
- Must be a member in good standing of a Texas SHRM Chapter
- Adhere to DHRMA Bylaws and Code of Ethics
- Partner with Staff liaison to coordinate committee activities and ensure the successful execution of committee goals and tasks (See Staff Liaison Job Description)

Responsibilities:

- Schedule volunteers and coordinate all activities related to the Welcome Center (WC). The welcome center objective is to enhance the attendee, exhibitor and sponsor Conference experience through an elevated level of customer service.
- Coordinates with staff regarding setup of Welcome Center
- Writes articles for newsletter and other publications to promote the WC
- Schedule and select volunteers to work at WC
- Trains WC volunteers regarding FAQs, procedures, and provides updates related to new/changed conference activities
- Assist first time attendees as needed
- Help facilitate introductions among attendees and answer questions regarding conference logistics
- Answer questions regarding City of Fort Worth or direct to Fort Worth CVB information booth as needed
- Maintain information on location of nearest pharmacy, convenience store, etc.
- Active participation on HRConnect to engage members by sharing best practices and knowledge
- Produce activity report to committee and post on HRConnect Board group
- Update and document procedures relative to specific area of responsibilities
- Appropriate management of budgetary funds within areas of authority
- Represents the Conference in the human resources community
- Pair & Share Program
 - Recruit veteran attendees to be "buddies" for newcomers before, during and/or after the conference
 - Manage communications with volunteers and attendees
 - Work with staff to assign pair/share teams
 - Manage on-site logistics; confirm all attendees have met their volunteer; make new assignments if necessary
 - Work with Staff to ensure the smooth coordination of all volunteer teams
 - Develop information and facilitate First Time Attendee Orientation during conference
- Temporary Event Staff
 - Work with staff (and sponsor, if needed) to coordinate and manage temps and their work schedules and assignments
 - Coordinate requests from committees for temp event staff
 - Provide training of temp team on-site at conference

- Manage team onsite and any scheduling requests and/or issues
 - Work with Staff to ensure the smooth coordination of all temp staff teams
- New projects coordinator
 - Partner with staff to deliver new ideas and concepts for first-time development and testing
 - Participate in development and documentation of work plan/time line for successful delivery

Note: All contracts are negotiated by Staff with input from the volunteer leadership. All contracts must be signed by Executive Director.