



CO-VICE PRESIDENT ANNUAL CONFERENCE

Position Summary:

Manage the activities of the Conference Committee to produce an annual conference for HR professionals in the Central Texas area.

Responsible To:

The members of the chapter and the Austin SHRM board of directors.

Responsibilities:

- Recruit members to serve on Conference Committee.
- Select the site/location for the conference and meet with site personnel about services, etc.
- Develop a timeline and budget for the conference.
- Negotiate contracts with site personnel, vendors, hotels, caterers, etc.
- Coordinate efforts with state chapters and State Council to best serve the membership.
- Contact potential speakers to discuss topics that are interest to the membership.
- Promote the conference to chapter members, state council members, at-large members, and any other possible attendees. Obtain mailing lists from chambers of commerce, other associations, etc.
- Review final preparations to assure that conference runs smoothly.
- Review program evaluations for feedback to be used in planning future events.
- Serve as liaison between the members of the Conference Committee.
- Manage activities and needs of attendees during the duration of the conference.
- Partner with the Austin SHRM office to coordinate and ensure that the conference runs smoothly.
- Attend all monthly membership and Board of Directors meetings.