

On Branding Conference Role Outline and Description

Purpose: To have a clear indication of the VP of Conference role, expectations and committee responsibilities in order to delegate tasks and time commitments appropriately. To have a prepared document available for easy on-boarding of new committee members.

On Brand Conference

Coordinate the annual conference, with other local professional organizations which features industry trend speakers in the professional industry.

Responsibilities

- Attend monthly meeting with other organizations leaders to ensure equal representation, and assist with delegating tasks
- Assist with research and suggesting speakers, reaching out to them to fill out proposed topics through an application process
- Contribute ideas for conference theme around which speaker topics will be selected
- Assist in speaker selection and coordinating travel if needed
- Assist in selecting the venue, coordinating all details including food and décor
- Ensure all information is communicated to the board
- Ensure all information is provided to Communication team for promotion
- Assist in securing sponsorships
- Day of event assistance with registration table, nametags, check in attendees and maintain a record of AMA attendees