

Manager Role

**Position Title: Conference Manager**

Term: 1 year

Reports To: Dir. Of Special Events

Voting Position: No

Supervisory Duties: Yes

Committee Members: Yes

Board Appointed: Yes

**Description:**

Deliver an exceptional, profitable Puget Sound chapter conference through logistics planning, marketing, budget, volunteer recruiting and contract review.

**Time Commitment:**

10 hours per month for first 6 months of term

20-30 hours per month for 6 months leading up to Conference

**Key Competencies:**

Event Management, Communication, Collaboration

**Primary Responsibilities:**

* Manage the overall conference including, but not limited to, facility and vendor selection/management, presenter selection/ management creation of production schedule and on-site coordination
* Develops and manages conference budget, letters of agreement, and contracts
* Recruit and secure a Core Conference Committee of 4 to 5 people
* Establish and obtain Board approval for Conference budget
* Creates a conference timeline to ensure all tasks are completed
* Assumes the role of any conference committee member that can no longer fulfill their commitment
* Additional duties as outlined by Conference checklists and other supporting materials

Work collaboratively with the Conference Committee to accomplish the following tasks:

* Secure location for annual conference at least 9 months in advance, selecting a date that does not conflict with ATD’s National conference or other local organizations major events (SHRM, ATD’s Cascadia Chapter, PNODN, Seattle-based conferences)
* Determine deadline for speaker RFP’s and mechanism for scoring applications
* Select conference session speakers/ presenters, including keynote(s), at least 12 weeks in advance of conference date, ensuring topics selected are mapped to ATD competencies
* Design marketing materials and communication plan in coordination with Director of Communications
* Procures conference funds through gifts, exhibitors, sponsorships and grants
* Ensure social media channels are actively promoting conference

**Success Measures:**

* Conference attendance is same or better as previous year
* Achieve goal net profit from conference or at minimum break even (if approved by Board)
* Conference date is advertised 15 weeks in advance
* Track all expenses and submit receipts for reimbursement within 30 days of purchase
* Conference evaluation summaries are sent to Director of Programs & Special Events
* Works collaboratively with others, including Board members and volunteers

|  |  |
| --- | --- |
| **Privileges:** | **Additional Expectations:** |
| Free attendance at annual Conference | Member of ATD Puget Sound chapter for term |
| Visibility in a high-profile Board position  Position listed on your resume and LinkedIn profile Opportunity to connect with ATDps members  Potential for career path into future Board positions | Attend 2 to 3 Board meetings to provide updates  Provide updates on budget numbers  Meet success measures listed above  Advise Director of Special Events of trends seen in |
|  | evaluations to inform future strategy  Attend conference |