

HUMAN RESOURCES PROFESSIONALS OF CENTRAL PENNSYLVANIA CONFERENCE DIRECTOR

Position Overview

The Conference Director serves as an elected member of the Chapter Board, and oversees the conference committee in planning, promoting, and delivering conference programs to the membership.

Duties and Responsibilities

1. Forms and chairs the conference committee and is the liaison between the Board and the committee. Schedules regular committee meetings, facilitates discussion, and delegates responsibilities to committee members. Establishes annual goals for the conference committee, measures goals, and reports progress to the Board.
2. Works in conjunction with the Program Committee in securing HR Certification Institute approved-for-credit status for chapter conferences.
3. Coordinates efforts with other Board members to ensure efforts are not duplicated.
4. Coordinates efforts with Communication Committee to promote conferences.
5. Select site/location for conferences, and negotiates contracts. Provides contracts for review and approval by Board.
6. Utilize committee to contact potential speakers, exhibitors, etc.
7. Review conference evaluations from attendees to be used in planning future events.
8. Evaluate the financial results of the conference to seek methods to be more cost effective.
9. Develops an annual budget for review and approval by Board.
10. Represents the chapter in the Human Resources community.
11. Assists with Volunteer development by talking with members of the chapter about the benefits of volunteerism and encouraging members to be part of events, committees and/or board of directors. Meets and greets members to network with new and senior members to increase engagement. Works with other Directors to solicit volunteers for committees or events.
12. Contributes items for Board approval to be included in annual Chapter goals.
13. Attends and participates in Chapter Board meetings & monthly Chapter meetings
14. Responds to requests of the Chapter President as needed.

Requirements

The Conference Director must be an HRP and SHRM member in good standing and elected annually by the Chapter membership.

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CONFERENCE DIRECTOR**

Tasks to put on a conference:

- Select topics for both the spring and fall conferences
- Identify and contact potential speakers
- Obtain information such as CV and presentation outlines for submission to HRCI
- Write or coordinate the writing of submission to HRCI for conference approval
- Coordinate speakers
- Build conference agenda
- Select meals, snacks, lunch menus for the conferences
- Coordinate location, catering, signage, directions to conference site
- Coordinate AV equipment and software needs
- Test presentations prior to the conference to make sure they are all in a compatible format
- Distribute presentations to appropriate contacts within HRP for posting to the web-site
- Coordinate/develop advertising plan for the conferences
- Execute advertising plan
- Create or have created conference brochures both for attendees and sponsors
- Coordinate mailing of conference brochures to member and sponsor via regular mail and email
- Identify potential sponsors
- Distribute sponsor brochures to them and follow up to sell the value of the conference to the vendors
- Provide vendors with policy and procedure of pre and post conference follow based on provided attendee lists
- Coordinate printing of attendee badges
- Coordinate volunteers to run the registration table
- Arrive at the conference site early to ensure set up for the conference was done according to needs
- Run interference for conference speakers, vendors and attendees to ensure a smooth conference experience
- Trouble shoot any issues that arise during the conference
- Hold a committee meeting in advance of each conference to designate duties to committee members for the day of the conference
- Answer questions of vendors and attendees prior to and during the conference as they arise
- Timeline to be properly prepared for the conference, start a minimum of 4 months out to identify and secure a location, 3 months out to identify topics and receive board approval, 2 months out to begin building advertising and identification of sponsors and speakers, 1 month out to get advertising out the door