

**Position Title: Conference Chair Effective: 1/1/2022**

**Reports to: Chapter President Status: Volunteer**

**Level: Board Member, Chapter Term: 1 year**

**Position Summary:**

Manage the activities of the conference committee to provide conference programs for the chapter membership.

**Responsible To:**

* The members of the chapter
* The chapter president

**Position Responsibilities**

1. Chair meetings of the conference committee to select topics and speakers for programs and to provide information on topics of broad interest to members.
2. Recruit members to serve on conference committee.
3. Select the site/location for the conference and meet with site personnel about services, etc.
4. Provide contracts with site personnel, vendors, hotels, caterers, etc. to President for negotiation
5. Develop a timeline and budget for the conference.
6. Coordinate efforts with state chapters and state council to best serve the membership.
7. Serve as resource to committee members in arranging periodic/regular meetings of the committee.
8. Contact potential speakers and make arrangements for selected meetings. Write articles for newsletters describing the programs.
9. Promote the conference to chapter members, state council members, and at-large members as well as any other possible attendees. Obtain mailing lists from chambers of commerce, other associations, etc.
10. Review final preparations to assure that conference runs smoothly.
11. Review program evaluations for feedback to be used in planning future events.
12. Serve as liaison between the members of the conference committee.
13. Upon completion of the position’s term, assist the incoming Conference Chair to assure a smooth transition of responsibilities and continuity of knowledge and resources.

# State Conference Resources

[State Conference Posting Request Form](https://shrm.formstack.com/forms/state_conference_posting_form)
[Speaker Agreement Template 2020](https://www.shrm.org/VLRC%20Asset%20Library/Speaker_Agreement_Template_2020.pdf)
[Tips & Tricks for Partnering with Sponsors and Exhibitors on Virtual Events in 2020](https://www.shrm.org/VLRC%20Asset%20Library/SHRM_Brochure_for_Tips___Tricks_for_Virtual_Sponsorships_Exhibitors_Final_20.pdf)
[SHRM Volunteer Leader Connection Webcast: Transitioning to a Virtual Event (from 5/8/20)](https://www.shrm.org/VLRC%20Asset%20Library/SHRMVLWebinar_TransitioningtoaVirtualEvent.pdf)

[***5 Tips for Converting Your In-Person Event to a Digital Experience***](https://c.shrm.org/dc/Bblvn7lUvEnneGOj_JteneCDp1d1W3hLOkHWrzYE5zWdX-fNnPGNUhXbScHbg08yRH5n_1B7LT8qljbVPfDcwEnYeOQ25v-lJEdGLEvuQkw0m1m4d6C-AD0nMkiOBzFaMa_G5_B7HSM79Meq3rQ9WqQUSRjQV-D6Mbm3VHei4MWUScRefSIp2nxObY3a-9jZv9JjO1B86KHfdvlK8kq2mLXnNAdtVqfmwwWDprsmKbiMMD5mCs7f1gSdqLCfD_U57fdf7MRsaCthpVqaabj8LiEodN3A8_LM82CNsfUG0Vq4INZEm3JJS-1Ls7WshjsJ2pmUF-h2KubFcmcZF9T87JnNFJJ6AnBTv8HZ2_w3mz082j-JjaS3sEpVd3keYhre215Jtm2kuSt3jsGNMkg1XFwWJz6WbHma-FqGz-rBBcw%3D/ds040cnmD00S000W0P130T0)

Thirty-eight hours before the 5th annual She-Suite Summit was to open its doors, local governments were banning large gatherings in light of COVID-19 and the global pandemic. Here's how organizers revamped the in-person event to a fully digital experience.

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