**Position Description**

**Position:** Conference Chair

**Purpose of Position**: Provide leadership for the biennial MAVA-sponsored Minnesota Conference on Volunteerism. Primarily responsible for assuring excellent programming and conference sponsorship.

**Accountable To:** Chair, Board, and Membership

**Term of Office**: 2 years

**Time Commitment:** 10 hours a week

**Responsibilities**:

1. Be an active member of the MAVA Board.
2. Be a paying MAVA member.
3. Recruit and provide leadership to Conference Committee.
4. Organize regular committee meetings and keep minutes or notes to be sent to Secretary.
5. Recruit diverse Steering Committee to represent interests of volunteer leaders from all sectors across the state to plan and implement biennial conference.
6. Act as a liaison between the MAVA board and Conference Committee, consulting with MAVA board of directors to plan accessible, affordable state-wide Conference.
7. Ensure that varied professional development needs of all MAVA members are addressed through Conference activities.
8. Oversee effort to seek additional sponsorships for Conference.
9. Work with contracted MAVA staff and/or event planner to implement certain aspects of Conference planning (examples might include marketing, registration, site logistics, etc.)
10. Attend Conference and assist with on-site responsibilities.
11. Work with MAVA Treasurer to develop and oversee Conference budget.
12. Attend all MAVA Board meetings and prepare committee reports as necessary.
13. Maintain accurate and complete records.
14. Assure accurate and timely information related to MAVA for annual report, newsletter and website.
15. Orient new Conference Committee chair to position and transfer records and materials.
16. Make and follow through on donation pledges to MAVA to actively support fundraising efforts.

**Skills Needed**:

1. Knowledge of MAVA mission and activities and ability to represent goals of MAVA
2. Leadership and/or project management skills
3. Experience in working on collaborative efforts
4. Experience in event planning

**Benefits:**

1. Play an important role in providing direction of a statewide association
2. Enhance management skills and knowledge of other statewide associations
3. Enhance event planning and leadership skills
4. Network with leaders of voluntary efforts from many streams of service, including corporate, government, human services, faith communities and healthcare fields.

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_