

## Position Description

### 2010 WVDO Regional Conference Chair

Willamette Valley Development Officers is a nonprofit resource organization for fundraising professionals in the Portland region and throughout the valley. It is the oldest and largest organization of its kind in Oregon.

As the Chair of the 2010 Regional Conference, you will be responsible for WVDO's largest event. You will work with WVDO staff, a core team of about 20-30 volunteers, and an extended group of more than 50 individuals who work together to make the Conference a reality.

#### Responsibilities

- Budget oversight: draft event budget in consultation with staff and 2008 Chair, submit to Treasurer. Monitor budget with Treasurer and Executive Director.
- Recruit a core of 5-7 Advisors to provide oversight of Conference Process.
- Draft an event Action Plan with Advisors and Executive Director using notes from 2008 and new ideas from Evaluations.
- Recruit a working committee to correspond to the plan and design a meeting schedule.
- Chair meetings.
- Work with WVDO staff to monitor sub-committee assignments between meetings and ensure that timeline is being followed.
- Incorporate Crystal Awards process into 2010 conference with subcommittee assignments for nominations, review and voting on Awards as well as speakers and other events.
- Invite and confirm Keynote speaker(s).
- Create sponsorship plan with Sponsorship Committee chair and coordinate "asks" to fund the conference, Crystal Awards and surrounding events.
- Assume specific event-planning tasks/responsibilities as needed.
- Lead event de-briefing sessions with sponsor and with committee.
- See that succession plan for the following year's leadership is in place.
- Ensure that event files are maintained.

Committee Members are an important part of the conference team. Key areas needing volunteer chairs include:

Printing Coordinator (1-2 volunteers):

Marketing/PR Coordinator (1 volunteer):

Website Coordinator (1 volunteer):

Logistics Coordinator (1 volunteer):

Hospitality/Networking Coordinator (1-2 volunteers):

Volunteer/Registration Coordinator (1 volunteer):

Program Coordinators (2 volunteers):

Exhibitor/Sponsor Display Coordinator (1 volunteer):

Crystal Nomination Co-Chairs (2 volunteers)