



Board of Directors – Job Description

Position Title: Director, Conference

Roles & Responsibilities

- Undertake SWOT analysis of Apra Canada conference
- Set up Apra Canada Conference Committee
- Hold regular committee meetings
- Manage conference budget and timeframe
- Collaborate with internal and external stakeholders

Apra Canada Conference Committee

The conference committee is a dedicated group of volunteers, led by the conference co-chairs, to enable and enact the conference. Each committee member is responsible for a separate though related element of the conference. Specific portfolios are:

- Logistics
- Programming
- Sponsorship
- Marketing/communications
- Secretary
- Hospitality and Volunteers
- Website

Committee membership is purely on a volunteer basis. The committee and portfolios have been structured in such a way so as to provide seamless transitions and coverage should any member be unable to fulfill their roles and responsibilities via the use of the shared drive, shared Gmail accounts, the shared conference calendar, and co-chair/subcommittee positions.

JDs for each of the roles can be accessed via the Conference Google Drive, which is owned by the conference co-chair gmail address.

Key Internal Collaboration

The Director, Conference, works closely with the Apra Canada Board throughout the conference planning and execution; all board members are responsible to support the conference to the best of their individual abilities, whether as a presenter, attendee, or enthusiastic promoter.

Specific internal collaborations are:

- Collaborate with President and Director of Professional Development to determine the vision for the Apra Canada Conference



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- Collaborate with the Communications committee to ensure that all conference marketing is part of the communications calendar and integrated across Apra Canada channels, as well as establishing the conference website
- Collaborate with Vice President/Treasurer in preparing a conference budget

Key External Collaboration

- In coordination with the Chair, Sponsorship, collaborate with conference sponsors
- Work with outside vendors for the hotel, website, av, and printing
- Work with outside volunteers and presenters

Workload

Workload becomes progressively heavier over the timeline toward the conference; in addition to monthly meetings with the conference committee, the Director, Conference will be in regular contact with each of the portfolio chairs to ensure smooth progress.

As the key internal and external contact for the Conference, the Director will be responsive to questions, concerns, and issues brought forward by the committee and volunteers.

Key milestones in conference planning are:

- Book venue
- Assemble committee
- Call for presenters
- Book keynote speakers
- Complete programming grid
- Secure sponsorships
- Finalize delegate handbook
- Conduct post-conference survey

Skills

- Strong leadership and interpersonal skills
- Time management skill
- Strategic planning skill
- Attention to detail