

TERMS OF REFERENCE – SHF CONFERENCE DIRECTOR/ASSISTANT CONFERENCE DIRECTOR

THE ASSISTANT CONFERENCE DIRECTOR(S) WILL ASSIST IN THE DUTIES OF THE CONFERENCE DIRECTOR AS DIRECTED BY THE EXECUTIVE BOARD AND CONFERENCE DIRECTOR.

1. Responsibilities

Planning & Organising Conference and / or other Events as designated by the SHF Board
Act as liaison between Board / Venue / Speakers / Delegates
Preparing and managing the conference budget and advising of any potential financial risks
Creating / adding conference information to enable online bookings
Co-ordinating the event on the day(s) and troubleshooting as required to ensure smooth running of the event
Overseeing the delegate experience
Dealing with general queries relating to Conference and / or other Events
Keep Board informed and up to date on all issues via emails & written reports

2. Duties

Contact venues as requested by the Board / Members to check availability & resources, etc
Create a report re venues to enable the Board to vote on which venue it deems best for there purposes
Liaise with venue re room set up / catering / audio visual, etc
Liaise with Speakers re travel / accommodation / payment and where appropriate pass on information to Treasurer or appropriate Board member
Liaise with Speakers, as designated by the Board, to ensure receipt of biographies, photos, presentations, etc and where appropriate the dissemination of such
Liaise with Marketing Director or appropriate Board member re gifts for speakers
Prepare and present a report re costs of venue, speakers, gifts, etc
Agree with Board appropriate ticket costs
Prepare Agenda & appropriate timings for the proceedings throughout the event
Work with the Board to promote the event
Create an online booking format, eg Eventbrite for delegates to buy tickets and pass on links / information to Board to enable promotion of event
Track online bookings & ensure all criteria is met, eg discounts for students, etc
Create Register of attendees, pass to designated person on the day for registration
Create Badges of all attendees (delegates, speakers and organisers), pass to designated person on the day to enable hand out at registration
Organise delegate packs; agenda, biographies, questionnaires

Ensure all presentations are available and work on appropriate software, eg laptop connected to AV equipment

Create appropriate questionnaires to be filled in by delegates as agreed with by the Board

Liaise with Marketing Director or appropriate Board member re photos / videos to be taken on the day and the dissemination of such post conference

Ensure times are kept too throughout the day

Be available for all / any questions / requirements from delegates

Ensure dissemination post conference of appropriate presentations

Ensure no photos are disseminated of those who have requested that they are not publicised, by a) ensuring photographer knows area that has been designated for 'no photographs', b) check photos before publication

Collate information of those who attended the event and pass to Secretary for CPD forms, etc

Collate information from questionnaires and prepare a report for the Board on such

Collate information for questionnaires that can be published on website (as agreed with the Board)

Acting as a counter-signatory for signing cheques (as approved by the Board)

Any other duties as appropriate and designated by the Board