

STL-ODN

St. Louis Organization Development Network

Conference Chair's Role Description & Responsibilities

Overview of Expectations

The STL-ODN Executive Team (ET) is responsible for providing overall leadership and strategic direction for the ongoing operation and health of the organization. The STL-ODN is run exclusively by volunteers, and ET members have a critical stewardship role. ET members are expected to act collaboratively in the achievement of the organization's goals, in alignment with the overall strategic agenda. In addition to the shared responsibility for establishing and maintaining the strategic direction of the organization, each ET role has specific responsibilities.

Role Description

The Conference Chair is responsible for the planning and execution of the STL-ODN annual conference. It is most important for him/her to be in alignment with overall program strategy and topics but not as important as a regular participant in monthly programs.

The ET holds regular monthly meetings, and typically 2 meetings for transition and strategy planning. Assuming a match of skills and interests to our needs, preference for ET membership is given to individuals who have been active in the local OD community (members for at least 6 months, volunteers, and attendees of our events). All must be members in good standing.

Role Responsibilities

1. Attend monthly ET meetings (2 hours/month)
2. Attend Conference Committee meetings (2 hours/month)

3. Attend monthly program (2 hours/month)
4. Prepare for monthly meetings, and follow up with notes and action items. (1.5 hours/month)
5. Work with STL-ODN Executive Team to determine topics/theme and format (e.g., ½-day or full-day, etc.).
6. Work with Finance Chair and ET to determine budget and strategy for making money while providing maximum value back to members. Provide reports of projected revenue and expenses each month to Finance Chair.
7. Secure sponsorship from local organizations that is mutually beneficial to the STL-ODN and the sponsoring organizations, acting in accordance with the overall strategic direction of the ET.
8. Recruit a committee of STL-ODN members early in the term (which may be the Program Committee or a separate committee) to insure effective execution. Use the committee to develop recommendations for the format to present to the ET and help in execution of pre-conference and conference details. The ET is available for some tasks but should not be relied upon for the bulk of conference duties. Those should be discussed and agreed-upon with the current ET.
9. Specific duties that are to be performed by the Chair and his/her committee are:
 - a. Contact presenter(s)/facilitator(s), gain commitment to date and topic.
 - b. Work out details of conference presentation and assure interactive nature of session.
 - c. Coordinate with Facilities Chairperson to arrange:
 - i. meeting place
 - ii. set up logistics (projector, laptop, audio visual, flip charts, easels, markers)
 - iii. refreshments/meals
 - d. Maintain regular contact with presenter/facilitator
 - i. provide bio and other advertising info to Communications Chairperson and Website Administrator on an agreed-upon schedule
 - ii. recommend (if needed) hotel and travel info (flight, etc.)
 - iii. share attendance figures
 - iv. verify interactive flow and content to match STL-ODN needs
 - v. obtain handouts and electronic file
 - vi. keep a backup of presentation
 - e. Work with Communications Chair and Web Administrator to advertise event.
 - f. Arrange dinner with presenter/facilitator and ET members (if budget permits and ET approves).
 - g. Transport speaker(s):
 - i. pick up speaker from airport
 - ii. take them to dinner
 - iii. drive them to hotel
 - iv. drive them to conference

- v. take them to lunch after conference
 - vi. drive them to airport
 - h. Introduce presenter/facilitator at Conference/ work with ET to assign introductions.
 - i. Work with ET to obtain signed, framed certificate or small gift for speakers
 - j. Thank presenter/facilitator, present certificate/gift at end of conference.
 - k. Follow up with thank you (STL-ODN President sends a note also) phone call and email.
 - l. Assure presenter/facilitator provides receipts to Treasurer as appropriate.
10. Develop a transition packet of relevant documents to provide the incoming Conference Chair. Provide relevant documents to President for inclusion in the President's Book (to be passed along to the next President) by August 1 of the active term.