



### **Events Team Lead**

The Events Team Lead is responsible for managing the planning and execution of the conference and/or regional events.

#### **Specific Responsibilities:**

- Manages the volunteers who fall directly under the Events Team and connects those volunteers to the Regional Leadership Team, as appropriate.
- Assures that the Association's Mission and Vision are reflected in the attendee experience by helping create an inclusive, hospitable environment where all attendees feel welcome and connected. This includes attending all conference and/or regional events and meetings to set the tone for attendee engagement.
- Communicates logistical needs for on-site special programs to the NACA Office planning contact.
- Assures that volunteers are up to date on Association issues and assures that Board of Directors representatives and NACA staff are familiar with conference/event challenges and successes.
- Facilitates communication and manages meetings within the Events Team, including coordinating and scheduling regular meetings.
- Facilitates communication between the Events Team and the Regional Leadership Team.
- Works with the Regional Leadership Team and Associate Advisory Group liaison to ensure that the business components of the conference are as successful as possible.
- Provides recommendations for featured speakers to invite to the conference in conjunction with the Education & Inclusion Team and NACA staff.
- Attends all regularly scheduled regional meetings and conference calls.
- Strongly encouraged to submit at least one educational program proposal for the conference.
- Additional responsibilities as assigned and agreed upon with volunteer supervisor and/or NACA staff liaison.

#### **Qualifications/Expectations:**

- Supports NACA programs through attendance whenever possible.
- Attends conference and/or events within the region.
- Must be a full-time professional staff member at a NACA member institution.
- Must have approval from and support of their institution (note: support is defined as financial as well as time out of the office, etc.).
- If the volunteer changes jobs during the position's term, the new school must also be a NACA member and provide a statement of support. The NACA Volunteer Development Manager must be informed of this change within two weeks and the new letter of support must be received at the NACA Office within 30 days of selection. If not a member school, the school must join as a member within 30 days of transition.

#### **Association Support:**

- NACA Connect

- Zoom
- NACA Google Drives
- Will receive a reimbursement check for one-half of the double room rate for one night's lodging for the time they are required to arrive early to conference to attend required meetings.

**Term of Service/Time Commitment:**

- January 1– January 31 of the following year

**Supervision Received:**

- Regional Leadership Team Chair

**Supervision Exercised:**

- In regions assisting with conferences:
  - Registration Coordinator
  - Hospitality & Attendee Engagement Coordinator
  - Showcase Selection & Marketplace Coordinator
  - Showcase Production Coordinator
  - Foundation Fundraising Coordinator
- In regions not assisting with conferences:
  - Event Coordinators
  - Hospitality & Attendee Engagement Coordinator
  - Registration Coordinator
  - Foundation Fundraising Coordinator

**NACA Staff Liaison:**

- Experience & Events Director

**Competencies:**

- Relationship Development
- Training
- Fiscal Management
- Volunteer and Staff Management
- Supervising
- Professional Development
- Cultivating a Sense of Belonging
- Policy Knowledge Development and Management
- Networking and Business Relationships
- Event Support