

## Conference Director

### Position Summary:

The job of the Conference Director is to manage the activities of the Conference Committee to produce two annual conferences for HR professionals across San Antonio and the South Texas area. The Conference Director works with the Government Affairs Director to ensure unity of effort in the coordination of the annual Employment Law Conference.

### Responsible To:

Members of the chapter  
Chapter President

### Responsibilities:

- Recruit members to serve on Conference Committee.
- Establish recurring meetings to monitor conference planning.
- Select the site/location for the conference and meet with site personnel about services, etc.
- Develop a timeline and budget for the conference.
- Negotiate contracts with site personnel, vendors, hotels, caterers, etc.
- Coordinates with the Professional Development Director to select potential speakers to discuss topics that are interest to the membership.
- Promote the conference to chapter members, state council members, at-large members, and any other attendees. Obtain mailing lists from chambers of commerce, other associations, etc.
- Review final preparations to assure that conference runs smoothly.
- Review program evaluations for feedback to be used in planning future events.
- Manage activities and needs of attendees during the duration of the conference.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the HR community.
- Attend all general membership, and board of directors' meetings, and participate in chapter events.