



WORKSHOP CHAIR

Position Type and Term

- Elected by NOVAA membership.
- One year term with reappointment possible.
- Time Commitment: Monthly board meetings (2 hours) plus approximately 10 hours per month (some of which can be delegated to committee members).

Goal

Position NOVAA as a leader in providing training and professional development opportunities to the volunteer engagement community through planning and organizing annual workshop offerings for members.

Duties and Responsibilities

Committee Development and Annual Planning

- Chair the Workshop Committee and manage Workshop budget
- Recruit & steward committee members and support the delegation of committee work; cultivate up-and-coming Workshop chair(s) to ensure sustainable leadership of committee.
- Manage training evaluation and member survey process to incorporate feedback into planning and logistics.

Manage and Create Workshop Slate

- Develop yearly calendar for NOVAA workshops and meetings that meet the needs and interests of membership
- Research and recommend speakers, venues, dates for four quarterly mid-adv level workshops per year (Sept, Nov, March, May).
- Manage workshop planning, including speaker booking, contracts, and payment, facilities arrangements, and catering.
- Ensure website information about events, speakers, and the Committee is accurate and compelling.

Manage Individual Workshop Logistics

- Oversee registration and prep for each event, including monitoring sign-ups, registration trouble-shooting, determining food needs, and confirming day-of details
- Coordinate (or recruit a committee member to coordinate) day-of logistics, such sign-in, nametags, check-in, day-of payments, hand-outs, introduction of speakers, and NOVAA announcements
- Confirm NOVAA testimonial (in coordination with membership)

Collaboration with Other Committees

- Work with other committees to ensure success of workshops
- Membership – ensure adequate staffing the day of each event, including registration, greeters, speaker support, facilities liaison, and emcee with speaker intro, announcements, and membership pitch. Also, coordinate the timing of Workshops and Happy Hour networking events to best serve NOVAA members.
- Marketing - Coordinate internal and external communications regarding workshops including invitations, reminders, and evaluation and thoroughly advertise trainings to a broad and diverse audience
- Professional Development – When possible, coordinate Volunteer Management Training and Learning Communities to keep the conversation going after workshops; help to schedule two 101 (Oct & Apr) and one 201 (Feb/March) Intro to Volunteer Management training per year.

To apply for the 2022/2023 NOVAA board, please fill out our online application, starting April 10, 2022:

<https://forms.gle/gAKouZhsmc8C67TR7>

Applications due by Monday, May 2, 2022.

Contact Board Development Chair Sarah Delepine at SarahDelepine22@gmail.com with any questions.