



2023 Conference Committee Job Descriptions



Local Government Administration Association
Strength Through Networking

Call for Volunteers

The Local Government Administration Association of Alberta (LGAA) is seeking members to volunteer to assist with planning for our 2023 Conference. The conference will be held on June 26-29, 2023 at a new location (yet to be disclosed) and will feature:

- inspiring talks on professional service and leadership,
- educational sessions,
- tradeshow,
- golf tournament, and
- plenty of time for networking.

To make this event a success, we are looking for assistance from members who are keen to offer their ideas and time to help plan and organize the event. This document summarizes the types of volunteer roles and expected duties.

What's in it for me?

Volunteering on the Conference Committee offers numerous benefits such as:

- Help influence the design of the conference to offer an amazing learning experience for municipal administrators from across Alberta.
- Give back to the municipal sector.
- Bolster your resume with new volunteer experience.
- And most of all...meet new people and broaden your network!

What volunteer roles are available?

The Conference Committee will meet virtually at least monthly between September 2022 and June 2023. Meetings will be 30-90 minutes focused on idea generation/approval and planning of tasks. Outside of providing input at the Conference Committee meetings, you can volunteer to assist with coordination of one or more aspects of the event. The following describes the various volunteer roles that you could be involved in.

A. Golf Tournament Coordination

- Coordinate tournament details with the golf club.
- Set rules for how sponsors may participate.
- Suggest potential vendors that administration can reach out to for tournament sponsors.
- Assist with determining the pairing of golfers.
- Coordinate tournament prizes.

B. Speaker Liaison

- Collect input from the Conference Committee on types of education sessions and potential speakers.
- Reach out to potential speakers and discuss opportunities to present at the conference.
- Communicate with approved speakers about scheduling and expectations.
- Ensure each speaker has submitted a speaker form and all audio/visual/room requirements are communicated to administration.

C. Conference Menu Coordination (Foodie)

- Choose menu options that align with the budget and theme.
- Provide the Conference Chair with a draft menu for approval.
- Submit the approved menu to the Executive Director.

D. Gifts and Prizes Coordination

- Research options for speaker gifts within the budget and present ideas to the committee.
- Research options for door prizes within the budget and present ideas to the committee.
- Once approved, provide order details to the Executive Director for purchase.

E. Banquet Entertainment Coordination

- Seek out entertainment options and present ideas to the Conference Committee.
- Once approved, solidify the commitment with the chosen entertainment provider.
- Ensure all logistics are planned with the provider and the hotel.
- Be the onsite liaison during the entertainment portion at the conference.

F. LGAA Reception (welcoming networking event the night before the conference)

- Work with the Conference Committee to determine snack and beverage requirements.
- Serve as the onsite liaison to arrange for set up of the reception.
- Coordinate volunteers to assist with set up and clean up.

G. Marketing and Design

- Prepare marketing materials such as the promotional materials, agenda, and program.
- Prepare PowerPoint template using the conference theme.
- Design signage for the event.

H. Tradeshow Coordination

- Assist the Executive Director to identify target vendors for the tradeshow.
- Provide input on tradeshow room layout.
- Provide input on how to provide a quality experience for delegates and exhibitors.
- Assist with wayfinding for exhibitors during arrival and set up before the tradeshow.

I. General Advisor

Not interested in organizing, but have great ideas? That's okay...we still invite you to join the Conference Committee to bring forth your ideas so we can create a memorable and valuable conference experience for all delegates.

What is the time commitment?

At minimum, volunteers should expect to commit two hours per month to review email correspondence, prepare for, and attend committee meetings. Additional time requirements will depend on what types of roles you volunteer for and how many other volunteers are sharing the responsibilities. Some roles may require more work this fall/winter (planning phase) and other roles may require more involvement in the spring or onsite at the conference.

How to join the Conference Committee?

Email or call our Executive Director, Darren Reedy, at darren@lqaa.ab.ca or 780.803.3501.