Volunteer Position:
Event Chair/Coordinator

I. Position Overview

The Event Chair/Coordinator is responsible for planning and execution of a specific Impact Austin Event.

Note: Currently, all events are being held virtually, however, in the future, Impact Austin's events could be a combination of both in-person and virtual. Therefore, this position description contains requirements for both.

II. Position Key Responsibilities

1. Create and update planning timeline for the event
2. Provide oversight for key aspects of the event, either directly or through volunteer coordinators/leads
   a. Virtual platform (Zoom or other) / Venue
   b. Speakers / Panel Participants
   c. Registration / Check-in
   d. Videos and recordings
   e. Sponsors
3. Participate in recruiting volunteers to assist in event execution
4. Hold regular Event Committee meetings with all coordinators/leads to check progress and identify any areas in need of more focus
5. Ensure information and updates are sent to the Marketing Committee for accurate and timely internal and external communications
6. Provide progress updates to the Executive Director on a regular basis

III. Other Responsibilities

1. Manage the Event budget and provide input into the budget planning for the next fiscal year
2. Collect and review Conflict of Interest forms from all volunteers
3. Conduct an Event Committee debrief to identify potential improvements to the committee process, procedures, and documents

IV. **Current key Impact Austin Events**

Current key Impact Austin events are listed below with the general time of year the event takes place.   This is not a complete list and is subject to change.

1. Annual Meeting – June

2. Town Hall – November

3. Discovery Day(s) – January/February

4. Various Philanthropic education events throughout the year

V. **Skills Recommended**

1. Manage and facilitate meetings, promote DEIB values, due diligence, objectivity, consistency, and fairness

2. Good analytical, decision-making, conflict resolution, problem-solving, and people skills

3. Basic proficiency in email, Microsoft Word, and Excel

VI. **Prerequisites**

Current Impact Austin member

VII. **Time Requirements**

Generally, the time commitment ranges from 3-5 hours a week initially and 5-8 hour a week closer to the actual event.

Time commitment will also depend on the Event. Annual Meeting, Town Hall, and Discovery Day(s) will require a larger time commitment than less complex philanthropy education events.

Thank you for your interest in volunteering with Impact Austin!

Please fill out our online Volunteer Form to get involved
and we will be in contact with you as soon as possible.

impactaustin.org/volunteer