

## **Convention Coordinator Role Description**

Purpose: Coordinates each local Host Planning Committee (HPC) to deliver their Convention on time, on budget, and aligned with Convention Guidelines.

Reports to: Convention Board Liaison

Role length: Four years

### **Key Responsibilities**

- Operationally coordinates the Convention planning and delivery with each local Host Planning Committee (HPC).
- Ensures adherence to budget, timeline, and Convention Guidelines and reports variances or risks early (to the Board Liaison).
- Supports the formation and onboarding of the local HPC; helps to establish expectations, cadence, and ways of working with the committee.
- Provides structured reporting to the Board Liaison; prepares reports for Board meetings and Conference.

### **Skills and Experience**

#### Essential:

- Convention experience (has contributed to a previous HPC).
- Planning & logistics: Able to build and track detailed timelines, plans, risk management.
- Stakeholder coordination: Supports clear communication between the Conference, Board, HPC, suppliers, and volunteers.
- Problem-solving: Calm under pressure, comfortable making quick decisions when plans shift.
- Communication: Writes clearly, presents updates confidently, and knows when to escalate issues.
- Digital tools: Confident with spreadsheets, registration system.

#### Desirable:

- Service experience at an area or national level.
- Previous experience coordinating conferences or large community events.
- Vendor negotiation or contract management.