

North Dakota Human Rights Coalition Conference Committee and Volunteer Description

Committee Purpose: To plan, organize and execute all facets of the annual conference.

Committee Considerations: The Committee is accountable to the NDHRC Executive Committee.

Committee Member Commitment: (6 member limit):

- Be a member of the NDHRC
- Be familiar with and committed to the goals and activities of the NDHRC
- Attend monthly 1-hour Conference Committee meetings in person or by conference call
- Serve for a minimum of one year

Volunteer Commitment (unlimited numbers of participants):

- Be a member of the NDHRC
- Be familiar with and committed to the goals and activities of the NDHRC
- Interest in working on various conference committee tasks and not being obligated to committee member commitments (as listed above)

Committee Member Responsibilities: Develop a clear and definitive conference purpose to meet the needs of our target audience and membership

Include annual membership meeting responsibilities in conference purpose (as stipulated in the NDHRC bylaws):

Article III. ***Membership***

Section 2:

There will be an annual membership meeting at which the Board of Directors will present the mission, goals and budget of the NDHRC, and request feedback and suggestions from the membership on the mission, goals and budget of the NDHRC.

Determine location and dates

Develop program schedule

Develop program content

Select and secure presenters

In conjunction with support staff, monitor the conference budget to ensure the cost is within the organizational amount budgeted

In conjunction with support staff, review and edit conference materials

Solicit conference participants

Committee Volunteer Responsibilities:

Help publicize the conference by word of mouth and by attending local events

Assist in recruitment of presenters

Serve as on-site workshop/session hosts

Provide various on-site support

Committee Administration:

Establish committee chair:

Chair responsibilities:

- 1.) Attend and lead each meeting
- 2.) Review and approve the agenda
- 3.) Make sure minutes are taken and distributed to members
- 4.) Ensure that the NDHRC goals and principles are followed

Committee Member and Volunteer Qualifications: The NDHRC encourages all interested NDHRC members to participate in conference committee efforts. The committee values participants who can offer:

- A desire to promote human rights
- An understanding of the mission and goals of the North Dakota Human Rights Coalition
- Willingness to learn new skills and processes
- Interest in working cooperatively with motivated professionals in a casual setting

Benefits of Committee and Volunteer Participation:

- Being personally rewarded by giving back to the community
- Gaining opportunities to network, meet new friends, and establish professional contacts
- Seeing direct results of hard work and dedication
- Having fun in a positive, upbeat environment with similarly motivated Committee members
- Diversifying and enriching your resume