



## Local Host Committee – Four Committee Opportunities

**Overall Purpose:** To assist the AEE staff in marketing the International Conference through promotion and education of the destination, as well as assist in the conference participants experience while at the conference.

**Volunteer Commitment:** Time commitment and duration of commitment will vary depending on the committee.

**Volunteer Location:** Volunteers should be located in or near the conference destination.

**Volunteer Committees:** There are a several different committee opportunities available for members located in/or near the conference destination. Committees have varying needs so please review the experience/skills, time commitment and tasks for each committee before making a commitment.

### Trivia Committee

**Purpose:** There are two main goals of this committee; First, educate the conference participant on the destination before they arrive so they don't miss out on what the destination has to offer and second, convert anyone that is on the fence about attending by highlighting the "cool factors" of the destination. Basically, not only will the conference provide great education and networking, but the destination is a must see/experience as well.

**Volunteer Commitment:** Time commitment in total will be approximately 5-7 hours between May and October.

**Volunteer Location:** Volunteers need to be familiar with the destination.

**Volunteer Experience/Skills:** The Committee should have a Chair with 2-3 volunteers. Committee members should have a good and fun knowledge of the destination area as well as be able create fun and educational trivia questions.

Committee Chair:

- The Chair of this committee should have some volunteer management experience, be able to provide leadership and keep volunteers on task, recruit additional committee members as needed and be timeline orientated. Committee Chair should be in place by mid – May and committee members in place by June.

Committee Member Responsibilities:

- Destination Knowledge: Volunteers should have a solid knowledge of the destination, culture and local customs.
- Creativity: Brainstorm with other volunteers on areas (locations, customs, etc.) that should be highlighted. Create fun and engaging questions (as well as provide answers) highlighting the destination.
- Details: Develop a timeline/spreadsheet that lists the question and answer with some

supporting info or picture that the AEE staff can use in marketing.

**Volunteer Benefits:** Volunteers in this position will receive the following benefits.

- Opportunity to connect and expand their personal network within the EE community.
- Develop marketing skills by assisting AEE in marketing the International Conference.
- Recognition at the International Conference as a volunteer including invitation to the Wednesday night Volunteer Reception.

**Volunteer Outline** (Tasks and Deadlines)

- Chair will be confirmed by end of May and will begin to recruit committee members. Designated AEE staff contact will provide Chair with the names of any individuals that have shown an interest in volunteering on this committee from the destination area as well as a list of members from that area.
- Chair will have a confirmed committee by the mid-June.
- Committee will create a spreadsheet with trivia questions and answers. First questions and answers should be available to AEE by mid - June.
- Committee should be prepared to provide AEE four questions/answers a month.
- AEE will pull questions from the spreadsheet 2-3 times a month to use in marketing.

**AEE Staff Contact:** If you are interested in volunteering in this committee please contact: **Devon** at [devon@ae.org](mailto:devon@ae.org) or 303-946-2522.

### **Ask a Local Committee**

**Purpose:** Assist AEE in marketing the International Conference by “putting a face to” the EE Community in the conference destination through highlighting local AEE members.

**Volunteer Commitment:** Time commitment in total will be approximately 10 hours between May and October.

**Volunteer Location:** Volunteers should be located in the destination.

**Volunteer Committee:** The Committee should have a Chair with 2-3 volunteers.

**Volunteer Experience/Skills:** Committee members should have good communication skills, knowledge of the destination, be comfortable in recruiting people, creative and be able to perform to deadlines.

Committee Chair:

- The Chair of this committee should have some volunteer management experience, be able to provide leadership and keep volunteers on task, recruit additional committee members as needed and be timeline orientated. Committee Chair should be in place by mid – May and committee members in place by June.

Committee Member Responsibilities:

- Volunteers should have a solid knowledge of the destination, culture and local customs.
- Creativity: Create a list of questions that locals could answer that would highlight “must sees” and “must dos” while in Montreal. (i.e. favorite place to grab a beer, favorite landmark, what is a must try menu item)
- Recruitment: Recruit local AEE members to answer a question.
- Details: Develop a timeline/spreadsheet that lists the individual and question and when

information needs to be collected and sent to AEE. Looking for 2 -3 a month starting in June through October.

- Coordinate: Collect answers and contact info (i.e. picture of them at that destination, their title, organization and number of years that they have been a member of AEE and submit to the designated AEE staff contact.

**Volunteer Benefits:** Volunteers in this position will receive the following benefits.

- Opportunity to connect and expand their personal network within the EE community.
- Assist AEE in marketing the international Conference.
- Recognition at the International Conference as a volunteer including invitation to the Wednesday night Volunteer Reception:

**Volunteer Outline** (Tasks and Deadlines)

- Chair will be confirmed by mid-May and will begin to recruit committee members. Designated AEE staff contact will provide Chair with the names of any individuals that have shown an interest in volunteering from the destination area as well as a list of members from that area.
- Chair will have a confirmed committee by the beginning of June.
- Volunteers will develop two lists: 1) a list of questions that would help promote the area 2) a list of local people to ask questions to.
- Volunteers will develop a spreadsheet to track local expert, contact info for local, question and answer. AEE would encourage individuals to provide a picture as well.
- Volunteers will begin to gather answers in June and submit to the designated AEE staff contact. AEE would like two – three posts per month from June to October to be incorporate into the International Conference marketing.
- Volunteers will also develop a PowerPoint slide presentation of each local expert that AEE can use during the International Conference. PowerPoint to be submitted by October 15<sup>th</sup>.

**AEE Staff Contact:** If you are interested in volunteering in this committee please contact: Devon at [devon@aee.org](mailto:devon@aee.org) or 303-946-2522.

### **Local Donations for Attendee Bags**

**Purpose:** To enhance the conference participants during their visit to the destination by reaching out to the local community for items (i.e. coupons/samples) that can be included in the conference bag.

**Volunteer Committee Positions:** The Committee should have a Chair with 2-3 volunteers. Time commitment in total will be approximately 5-7 hours between May and October.

**Volunteer Experience/Skills:** Committee members should have a connections in the destination and or be out going and not afraid to do “the ask”.

Committee Chair:

- The Chair of this committee should have some volunteer management experience, be able to provide leadership and keep volunteers on task, recruit additional committee members as needed and be timeline orientated. Committee Chair should be in place by mid – May and committee members in place by June.

Committee Member Responsibilities:

- Community Connection: Volunteers should have connections to local vendors – i.e. bookstores, restaurants, coffee shops.

- Creativity: Brainstorm with other volunteers on vendors that they could reach out to and develop a common “elevator speech.”
- Communication Skills: Not be afraid to reach out to vendors and ask for coupons/discounts and or samples (i.e. local candy sample)
- Details: Track any donations as well as be responsible for collecting donations and getting them to the conference venue.

**Volunteer Benefits:** Volunteers in this position will receive the following benefits.

- Opportunity to connect and work with other AEE members.
- Assist AEE in creating an exceptional experience for conference participants.
- Recognition at the International Conference as a volunteer including invitation to the Wednesday night Volunteer Reception:

**Volunteer Outline** (Tasks and Deadlines)

- Chair will be confirmed by mid-May and will begin to recruit committee members. Designated AEE staff contact will provide Chair with the names of any individuals that have shown an interest in volunteering from the destination area as well as a list of members from that area.
- Chair will have a confirmed committee by the beginning of June.
- Committee will brainstorm/develop list of potential contacts that the committee can reach out to. (i.e. restaurants, coffee shops) by the end of June.
- Committee will begin to reach out to the list starting in July and ending in October. (For any coupons/samples the committee will need to secure 600 - 1 per bag).
- Committee will provide designated AEE staff contact with an update every 2 -3 weeks.
- Committee will deliver all items to the hotel on the Monday prior to conference.

**AEE Staff Contact:** If you are interested in volunteering in this committee please contact: Devon at [devon@aee.org](mailto:devon@aee.org) or 303-946-2522.

### **Wednesday Night Reception- A Welcome to Montreal and Volunteer Appreciation Event**

**Purpose:** To assist AEE with creating a reception that highlights the destination as well as serves as an opportunity to acknowledge and thank volunteers for their contribution from the last year.

**Volunteer Commitment:** Time commitment in total will be approximately 5-7 hours between May and October.

**Volunteer Location:** This committee should be made up of both volunteers from or near the conference destination as well as others that can assist with networking and volunteer acknowledgement.

**Volunteer Committee Positions:** The Committee should have a Chair with 3-5 volunteers. Time commitment in total will be approximately 5-7 hours between June and October as well as attend the Wednesday night reception in Montreal.

**Volunteer Experience/Skills:** Committee members should have good communication skills, knowledge of the destination, be comfortable in recruiting people, creative and be able to perform to deadlines.

#### Committee Chair:

- The Chair of this committee should have some volunteer management experience, be able to provide leadership and keep volunteers on task, recruit additional committee members as needed and be timeline orientated. Committee Chair should be in place by mid – May and committee members in place by June.

#### Committee Member Responsibilities:

- Creativity: Incorporate creative ways to highlight the destination throughout the reception.
  - Work with the Trivia Committee and Ask an Expert Committee on incorporating their work into the event.
  - Create an exercise i.e. “10 phrases that you need to know in French” while in Montreal
- Recruitment: Recruit local AEE members to assist and attend the evening – Highlight Montreal hospitality.
- Details: Track the volunteers and evening offerings
- Coordinate: Work with the designated AEE staff contact regarding the flow/agenda for the evening. AEE staff person will coordinate the volunteer invites.

#### **Volunteer Benefits:** Volunteers in this position will receive the following benefits.

- Opportunity to connect and work with other AEE members.
- Assist AEE in creating an exceptional experience for conference participants.
- Recognition at the International Conference as a volunteer including invitation to the Wednesday night Volunteer Reception:

#### **Volunteer Outline** (Tasks and Deadlines)

- Chair will be confirmed by mid-June and will begin to recruit committee members. Designated AEE staff contact will provide Chair with the names of any individuals that have shown an interest in volunteering from the destination area as well as a list of members from that area.
- Chair will have a confirmed committee by the beginning of July
- Committee will provide designated AEE staff contact a draft of ideas and committee assignments for the evening by mid-July.
- Committee will coordinate with the Trivia and Ask an Expert Committee on coordinating what they might repurpose for the Wednesday night event. AEE to make necessary introductions to these committee chairs if necessary.
- Committee will assist AEE with obtaining a sponsor for the event. (See Partnership Guide for sponsorship pricing and benefits.)
- Committee will work with designated AEE staff contact on creating the agenda for the evening.
- Committee will provide designated AEE staff contact with an update every 2 -3 weeks.
- Committee will assist with any necessary set-up and breakdown on Wednesday afternoon prior to the event.

**AEE Staff Contact:** If you are interested in volunteering in this committee please contact: **Porsche** at [Porsche@ae.org](mailto:Porsche@ae.org) or 720-573-4222.