



Hospitality Team Lead

The hospitality team is responsible for the planning and implementation of hospitality initiatives for location-based conferences. The team lead must attend the conference to execute their initiatives and assist with the experience.

Key Competencies: Event Support, Supervising

Specific Responsibilities:

- **Pre-event Responsibilities:**
 - Responsible for managing the workflow of hospitality general team members to meet deadlines, creating team schedules and delegating tasks as necessary.
 - Communicate all logistical details to the NACA office, such as food & beverage requests, audio/visual equipment, room set, etc.
 - Identify and plan passive and/or active hospitality Initiatives for the conference, based on the schedule provided.
 - Identify and plan Foundation Fundraising initiatives.
 - Determine and implement conference awards.
 - Communicate conference award list, judging criteria, and method of judging to the office.
 - Assists in solicitation of volunteers, including on-site volunteers as needed.
 - Reviews Showcase Selection applications, assisting with additional recruitment as needed.
 - Maintains regular communication between NACA Office staff and team members, integrating liaison team members as necessary.
- **On-site Responsibilities:**
 - Assists in the supervision of Campus Activities Marketplace for the conference as per printed policy, assisted by NACA staff.
 - Identifies and assigns team members to assist national team and Conference Team initiatives as necessary.
 - Staff registration table, along with NACA office staff.
 - Hospitality initiative(s) facilitation and staffing
 - Foundation Fundraising initiative(s) facilitation and staffing
 - Participation in Marketplace Grand Opening Welcome, focusing on high energy excitement to promote interaction between attendees.
- Assures that the Association's Mission, Vision, and Statement on Diversity are reflected in the attendee experience by helping create an inclusive, hospitable environment where all attendees feel welcome.
- Additional responsibilities as assigned and agreed upon with NACA staff liaison.

Qualifications/Expectations:

- Attends the conference for the entire event to set the tone for attendee engagement.
- Open to part-time (50%) or full-time employees of NACA member institutions.
- Volunteers are encouraged to speak with a supervisor about professional opportunities presented by volunteering with NACA, such as professional and personal growth, and possible financial support.
- If the volunteer changes jobs during the position's term, NACA office staff must be informed of this change within two weeks.
 - If the new institution is not a member, they must join as a member within 30 days of hiring.

Association Support:



- Access to NACA Google Drives
- Conference Planning Sheet
- NACA Office will provide more information regarding financial support.
- NACA Liaison: Meeting & Experience Manager

Time Commitment:

- 7 months, term dates dependent upon conference dates.
- Approximately two hours a week, including meetings and independent planning/organization
 - *Time commitment increases in the weeks leading up to the conference & is often dependent upon team-planned initiatives.*

Supervision Received: Conference Committee Chair

Supervision Exercised: Hospitality Team general members

Competencies:

- Cultivating a Sense of Belonging
- Event Support
- Intentionality in Student Learning
- Networking and Business Relationships
- Recruitment and Retention
- Relationship Development
- Supervising