Role Description/Responsibilities of the Conference Convenor

The Conference Convenor is a part of the Conference Executive, along with the WoTL Event Coordinator and WoTL Executive Officer.

Conference Management

- Work alongside the WoTL Event Coordinator to deliver Thriving Women 2027
- Take on feedback from the previous conference evaluation for continuous improvement of the event
- Involved in key conference decisions including:
    - Keynote Presenter selection
    - Toolbox Talk presenter selection
    - Conference Program structure
- Assist with the develop of the conference program book
- Work with WoTL Event Coordinator and WoTL Executive Officer to determine conference evaluation requirements

Conference Team Management

- Manage and provide support to the Conference Team, including building rapport amongst the team and managing any potential conflict
- Manage deadlines between conference team portfolios
- Chair conference team face to face meetings and online meetings, including input into setting the agenda
- Ensure the values and brand of WoTL and the Thriving Women conference are upheld by the conference team during the planning and delivery of the event.

Sponsorship

- As a member of the Conference Executive Team use your networks to actively seek conference sponsors, and encourage the use of team networks

Media

- Use your local networks to assist with distribution of media releases eg conference launch, pre and post conference, speakers.

- Be available for interviews relating to Thriving Women 2027

Other

- Assist with conference set up and pull down
- Support the development of Conference Evaluation Report
- Continued encouragement of teamwork and monitoring of the team's capacity and capability
- Ensure that the WoTL and TW brand and values are upheld in the delivery of the event