



## Volunteer Opportunities Overview

Take The Lead is pleased to announce the 2022 Power Up Conference and Concert. Over 200 women will attend the conference taking place on August 25-26, 2022, at the Arizona Biltmore, in Phoenix, Arizona. Throughout the event, participants will be engaged in an extraordinary leadership development experience to include workshops, panel discussions, lightning talks, accelerated round table discussions and networking. Please be aware that we have limited volunteer opportunities and all requests may not be accepted for this event. However, we will keep your information on file and contact you when another opportunity arises and there will be more.

**We will notify all applicants on or before Friday, July 29th.**

### **DAY ONE: Aug 25, 2022**

This evening will be a fun fundraiser and celebration of Take The Lead's Co-founder and President, Gloria Feldt's, 80th birthday and her lifetime body of work to advance women in today's society. The concert will be part live in person and part recorded or virtual live. The program is a work in progress, featuring a variety of musical genres including C&W star Dierks Bentley and Emmy nominated composer and concert pianist Marina Arsenijevic.

### **DAY TWO: August 26, 2022**

This day will feature a conference agenda of powerful networking opportunities, keynote speakers, skill building panel discussions, and an awards luncheon. We promise many immediately usable takeaways for participants' BIG RE. We will celebrate Women's Equality Day and the importance of making our voices heard. You will get to meet our 50 Women Can Change the World program graduates who hail from the nonprofit, healthcare, journalism and media and entertainment industries and find out what industries will launch. You will learn what is possible for you when you enroll in any of

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our programs and be first to know about how we will achieve leadership parity after the pandemic setbacks.

**ABOUT TAKE THE LEAD:** Founded in 2014 by Gloria Feldt and Amy Litzenberger, Take The Lead's bold mission is nothing less than leadership gender parity by 2025. We provide breakthrough training, mentoring, coaching and the immediately actionable 9 Leadership Power Tools. Our supportive cohorts propel women to higher intentions and help them make strategic plans to implement their goals. We deliver custom solutions for organizations to achieve gender parity and inclusion. We are driven by the vision of women and men holding fair and equal shares of top leadership positions. And this will create a world that is more equitable and prosperous for all.

**We are very excited about your interest in helping to co-create an amazing experience for our Speakers, Sponsors & Participants!**

## **The Richness of Volunteering**

These positions are volunteer in nature but rich in knowledge, networking and social consciousness. Volunteers receive a Volunteer Pass which is similar to the Main Conference Pass, and give you access to the conference sessions when you are not on your shift, continental breakfast, lunch, a reception, and all break refreshments.

**Travel/accommodations are not included.**

In addition to assigned duties, we ask that you help serve as the eyes and ears for the Power Up Conference by bringing any gaps to our attention. Volunteers will be responsible for coordinating and overseeing various assigned aspects of the conference. This includes all pre and post event activities. We have done our best to be as comprehensive as possible in the role descriptions below, however we may ask you to take on more than one role and do things that are not included in this document. We need you to be flexible to assist where needed most at any given time.

## **Volunteer Policies & Guidelines**

*Take The Lead Will:*

- Be easy and cordial to work with.
- Keep all attendee information personal and confidential. Provide instruction and assistance to perform requested tasks. Give you timely updates.

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- Provide a friendly environment.

#### *We Request Volunteers:*

- Keep your information listed with TTL up-to-date.
- Be cooperative with other team members and TTL Staff.
- Treat all attendees, staff, and volunteers with the utmost courtesy and respect.
- Be on time for appointed shifts.
- Notify a staff member as soon as possible if you are to be late or miss a shift.
- Not ask for personal exceptions or allowances.
- Attend the mandatory Volunteer Orientation & Conference Calls and assist with pre-event preparation activities.

### **CONFERENCE CALLS**

There will be a few important conference calls leading up to the conference that will require your attendance. These calls will include updates and information critical to us delivering a successful conference experience. These calls will be scheduled during evening hours so that we do not interfere with your working hours. The calls will be recorded, however we strongly encourage you to make every effort to be on the LIVE calls because this gives you the opportunity to ask any questions and get them answered on the spot.

### **DRESS CODE**

We will likely have branded conference t-shirts for you to wear, but either way all volunteers must be dressed professionally during events: no cleavage, no skirts higher than just above the knee, no flip-flop type shoes. You should wear shoes that are comfortable, yet professional. No denim unless it's a dark denim slacks or skirt.

Finally, to minimize any communication breakdowns, if you ever have any concerns around what is happening with the event, we ask that you personally speak with our Volunteer Lead, Keisha McKinnor, so that your concerns can be addressed immediately. If you have questions about your volunteer role, the Lead Volunteer will be your first point of contact.

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# Roles and Responsibilities

## **LEAD VOLUNTEER:**

You will be the first point of contact for volunteers as it relates to their roles both before and during the event. You will manage all on site volunteer-related activity and you must be comfortable with delegating, directing and using both panache and assertiveness, when necessary, to get things done. ;-)

## **REGISTRATION:**

You are the first contact with our attendees so your presence and demeanor are critical. You **MUST** be a people person with welcoming energy that can be sustained for at least 3-4 hours at a time. This is the place where first impressions not only matter but can make or break the attendee experience. Social media allows for instant broadcasting of a bad welcoming experience but can do the same and even more for an incredible experience. Of course, we want the latter. You will be distributing name tags, workbooks and swag bags (if applicable) and directing attendees accordingly.

## **AUDIENCE ENERGIZER:**

You will help energize the audience as we kick-off the day, return from breaks, end the day etc. This will usually involve dancing to some exciting music, singing, clapping, enjoying the moment and spreading that energy throughout the room. This person loves fun and isn't shy about 'getting the party started!'

## **HOSPITALITY SUPPORT:**

You will greet and welcome attendees, providing directions and general information for the conference venue, as well as seeing to their general comfort by helping direct attendees to the right rooms and point out where events are being held. You will direct people as they enter the conference rooms ensuring that they get seated. You will ensure designated guests are seated closer to the front and help people quickly find open seats after event has started. Additionally, you will check in volunteers as they report for duty and handle any Lost and Found inquiries etc.

## **SPEAKER/FACILITATOR/PANELISTS ASSISTANT:**

You will be assigned as an assistant during the conference to ensure the speakers, facilitators and panelists have what they need **BEFORE** and **DURING** their presentation. You will be prepped and familiarized with everything during our volunteer calls and you will also be the time-keeper to ensure their sessions do not run over.

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**ADMINISTRATIVE ASSISTANT:**

You must be extremely organized and able to keep track of various disparate lists, spreadsheets etc. You will meet with the Planning Committee as needed. These meetings will primarily be by phone but will require a couple of in person meetings leading up to the event. This is a great position for someone who has GREAT attention to detail, is a fast learner, computer savvy with internet access and enjoys working alone getting things done.

**PUBLIC OUTREACH/SOCIAL MEDIA ASSISTANT:**

You will be part of a team who helps to get the word out to the community both online via various social media platforms and offline.

**ROOM ATTENDANT:**

In this role, you will ensure room is setup and clean, speakers have what they need and ensure the logistics of the session run smoothly, distribute workshop session handouts, distribute and collect evaluation forms, asking the audience prior to the start of the session to fill out the evaluation forms before leaving the room, complete a room count log sheet.

**Note:** This role requires strong people skills and great communicators.

**EXHIBITOR SUPPORT:**

In this role, you will be responsible for checking in and assisting exhibitors throughout the day. Working closely with exhibitors and encouraging attendees to get their exhibitor passports stamped by visiting the exhibitors.

**NOTE TAKER:**

You will attend various sessions throughout the conference, taking explicit notes on the topic, speakers and key quotes and takeaways for use in daily wrap-up articles, with a lens toward capturing these takeaways for potential use in follow-up articles.

- Distill notes down to 1-2 paragraphs per session attended, and turn in to the Lead Volunteer no later than the following day
- This position requires a personal laptop

If you like to write and have a discerning ear and a knack for culling interesting details, this is the role for you!

**DJ(s):**

We are looking for a couple of experienced DJ's who can keep the energy going throughout the conference. We need one DJ for both days or two DJ's who can split the two days.

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### **PHOTOGRAPHER(s):**

We are looking for a couple of experienced volunteer photographers who can take photos of our event to capture all the networking and energy buzzing at the conference. Photographers are needed to properly document all aspects of the conference and provide Event Management with copies of the best photos to use on our website, social media outlets, newsletter and other media.

**Please note:** This role is for those with developed photography skills that can provide their own professional HD camera for the job.

### **VIDEOGRAPHER(s):**

We are looking for a couple of experienced volunteer videographers who can capture all the networking and energy buzzing at the conference. Videographers will also interview selected Speakers and Attendees about their positive experience at the conference.

Videographer is needed to properly document all aspects of the conference and provide Event Management with copies of the raw footage which will be edited later to make a highlight video and positive testimonial clips.

**Please note:** This role is for those with developed videography skills that can provide their own professional HD video equipment for the job. Videographer must surrender all tapes at the end of each night. Batteries and tapes are provided and paid for by Take The Lead.

### **PHOTOGRAPHY/VIDEOGRAPHY ASSISTANT:**

Assistant will be given a "shot list" to work with photographer/videographer to make sure that we are getting the required and requested photos/videos. You will also be posting photos from photographer on social media throughout the conference. This position is great for someone who enjoys photography and/or videography. Someone who likes scrapbooks and creating great memories.

### **SPEAKER/SPONSOR GIFTS:**

You will be part of a team who helps to secure FREE items for the speaker and sponsor gift bags. We will need 25 gift bags filled with goodies. You will be provided with a list of sample things to solicit that are aligned to our brand and things our speakers/sponsors will appreciate. Check with Scottsdale Experience. **NOTE: Take The Lead is a 501c3 non-profit organization. Donations may be tax-deductible as allowed by law.**

### **DECORATING TEAM:**

This team will help to decorate the conference area including but not limited to conference rooms, registration area and foyer. This position is great for someone who believes that beauty is not just in the eye of the beholder but in everyone. You should have an eye for detail and able to work quickly. Decorations should be creative, flowing and pretty.

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**ONSITE MGT/HOTEL LIAISON/LOGISTICS:**

**Thank you and we look forward to  
co-creating an amazing experience with  
you!**

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