

Program Chair, Program Committee – Volunteer Position

2021 National Animal Welfare Conference

Purpose of the Program Chair

The purpose of the 2021 National Animal Welfare Conference (NAWC2021) is to provide thought leadership to the NAWC2021 Program Committee and lead the creation of the program. The Program Chair works with the program committee and Humane Canada™ staff to compile the NAWC2021 program while ensuring the program stays in line with the Humane Canada™ goals and education.

Qualifications

- Familiar with Humane Canada™ as an organization
- Familiar with the Humane Canada™ National Animal Welfare Conference
- Has an educational background in Animal Welfare and relevant issues
- Has the ability to use zoom or other online platforms for meetings
- Understands how to use the following software: Zoom, Excel, Outlook and is comfortable learning new software for reviewing abstracts.

Key Responsibilities

- Work with the events team, Track Leads and independently
- Responsible for attending online meetings
- Help promote the 2021 National Animal Welfare Conference through their channels.
- Review all abstract submissions.
- Lead the educational discussions at meetings
- Finalize the schedule and select plenary sessions/speakers
- Work with Track Leads to curate plenaries
- Choose educational tracks and Track Leads for the conference with the help of the Humane Canada™ team
- Monitor all Track Leads and ensure they are meeting their role requirements, provide guidance as needed.

Decisions with Roles

| | |
|----------------------|--|
| Humane Canada™ CEO | <ul style="list-style-type: none"> • Setting and assigning NAWC2021 budget and deciding the amount that will be allocated for speaker expenses • Decides in advance any sessions Humane Canada™ staff will present and relays details to events team • Final sign off on all programming and speakers |
| Humane Canada™ staff | <ul style="list-style-type: none"> • Decision on programming and forums (sets time in advance for ex. AGM, HC board meeting, Women for Humane Canada event, socials, awards, etc.) • Lets the Program Chair know if there needs to be session slots saved for sponsors • Decides who will fill the track lead positions with Program Chair • Sets conference goals |

| | |
|---------------|---|
| | <ul style="list-style-type: none"> • Manages the awards ceremony and anything to do with managing that event. • Creates the format of the conference schedule (ex. 1 day, 3 days, 5 tracks, 2, etc.) • Chooses the Program Chair • Keeps Track Leads and all action items for project timelines on time and relays action items/ reminders • Provides secretarial services to Program Chair and Committee |
| Program Chair | <ul style="list-style-type: none"> • Final curation of the schedule and selecting speakers (except for keynote at awards speakers) • Decides who will fill the track lead positions with help from Humane Canada™ staff • Has the right to approve or deny the sessions selected by the Track Leads (final call) • Makes sure that the Track Leads are completing their tracks • Chooses plenary speakers and approves any payment of speakers using the budget provided by Humane Canada • Chairs program committee and meetings |
| Track Leads | <ul style="list-style-type: none"> • Decide on the speaker and sessions for their track, however, the Program Chair has final approval and CEO has final sign off. |

Time Commitment

3 to 6 hours a week between July 24, 2020 to mid-March 2021

Compensation

This is a volunteer position but includes free registration to all conference events, an opportunity to host a session during the conference, and website listing as the Program Chair.

Closing date

This position will remain open until filled

How to apply

Please send an e-mail to Shannon Ingram, Events Coordinator, at shannon@humanecanada.ca with the subject line: **NAWC2021 Program Chair Application**

Please include your job title, organization, and up to a 500 word explanation as to your experience related to the position, and why you believe you would be a good fit for the position.

Questions?

Please contact shannon@humanecanada.ca