



Volunteer Position Description

ABOUT THE CONFERENCE

The FIA Conference is an integral part of Fundraising Institute Australia's annual professional development education program. Each year the conference program is designed to ensure that fundraisers get exposure to both core and up-to-date fundraising techniques, disciplines, trends and ideas. It provides an opportunity to examine the present and future direction of the industry and is the peak event of its kind in Australia.

ORGANISATIONAL MEMBERS VOLUNTEER PROGRAM

FIA is seeking volunteers to work at the 2023 FIA Conference in Melbourne (22-24 February). FIA Organisational Members are invited to apply for a member of their fundraising team to volunteer.

- Must be from a current organisational member of FIA
- 1 volunteer per organisation only
- Staff member is to be new to fundraising / NFP sector / organisation and have not attended an FIA Conference in the past.
- Ideally suited to junior team members who would not typically have the opportunity to attend the conference or to be exposed to the greater fundraising sector

BENEFIT TO VOLUNTEERS

- Opportunity to meet and network with fundraisers from around Australia and beyond
- Opportunity to attend conference plenary sessions (note, assistance with microphones may be required)
- Chance to listen in on some other conference sessions within tracks
- Complimentary attendance to Welcome Reception and Farewell Drinks
- Access to Australia's largest showcase of suppliers to the fundraising sector in the exhibition A letter of appreciation outlining job roles and participation as a volunteer at the conference.
- Firsthand experience of the operational aspects of being onsite at a conference.

JOB ROLES

Volunteers will be rotated through a number of job roles over the 3 days of the conference, enabling volunteers to gain a broad understanding of the operational aspects of the conference, as well as network with fellow fundraisers.

Most tasks will be performed at or in the conference rooms. Whilst the primary focus for the volunteer will be assisting with the coordination of the session, they will, in a lot of cases, have the opportunity to listen to the session as well.

The roles available are:

- Track Coordinator:
 - Check all name badges upon entry to session
 - Count number of people in each session
 - Provide support for track chair and speaker
 - Assist with microphones for Q&A
 - Ensure speakers are at the room at least 10 minutes prior to presenting

- Coordinate distribution of speaker gifts
- Registration Desk:
 - Provide support for registration staff
 - Manage stock control of satchels
- Assistant /Crowd Control
 - Crowd management and control
 - Assist delegates in getting in the correct lines
 - Answer delegate questions
 - Ensure crowd is orderly to ensure quick and efficient registration
 - Provide support for registration staff throughout the day
 - Provide venue information for delegates
- Entrance:
 - Check all name badges upon entry to exhibition
 - Please ensure that the delegates have the correct name badge to attend that specific day of the conference
 - Answer delegate questions
- Speaker Runner:
 - Escort speakers to speaker preparation room when they arrive at the conference

AVAILABILITY

Volunteers are required to be available for the duration of the conference:

- Wednesday 22 February 2023 (8.00am – 5.00pm times TBC) –Orientation/ training
- Thursday 23 February 2023 (7.00am – 5.00pm)
- Friday 24 February 2023 (7.00am – 4.00pm)

OTHER INFORMATION

- Morning tea, lunch and afternoon will be provided to volunteers during working hours.
- A volunteer t-shirt will be provided for each day of volunteering and is to be worn with a black skirt or pants, along with comfortable enclosed shoes.
- Volunteers will receive a complimentary volunteer registration to the conference.
- No other expenses such as flights or accommodation will be met by FIA
- All volunteers must be aged 18 years and over

Only limited places are available. To apply email training@fia.org.au Applications close 9 December 2022

For any questions, please contact:

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