Organizational Chart

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                    │  Chair  │──────│ Co-Chair │
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│Venue │ │Finance │ │ Program │ │ Marketing │ │ Attendee │ │Generalist │
│ Lead │ │  Lead  │ │  Team   │ │   Lead    │ │Experience│ │           │
│      │ │        │ │  Lead   │ │           │ │   Lead   │ │           │
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            │  Track  │    │ Reviewers │
            │ Chairs  │    │           │
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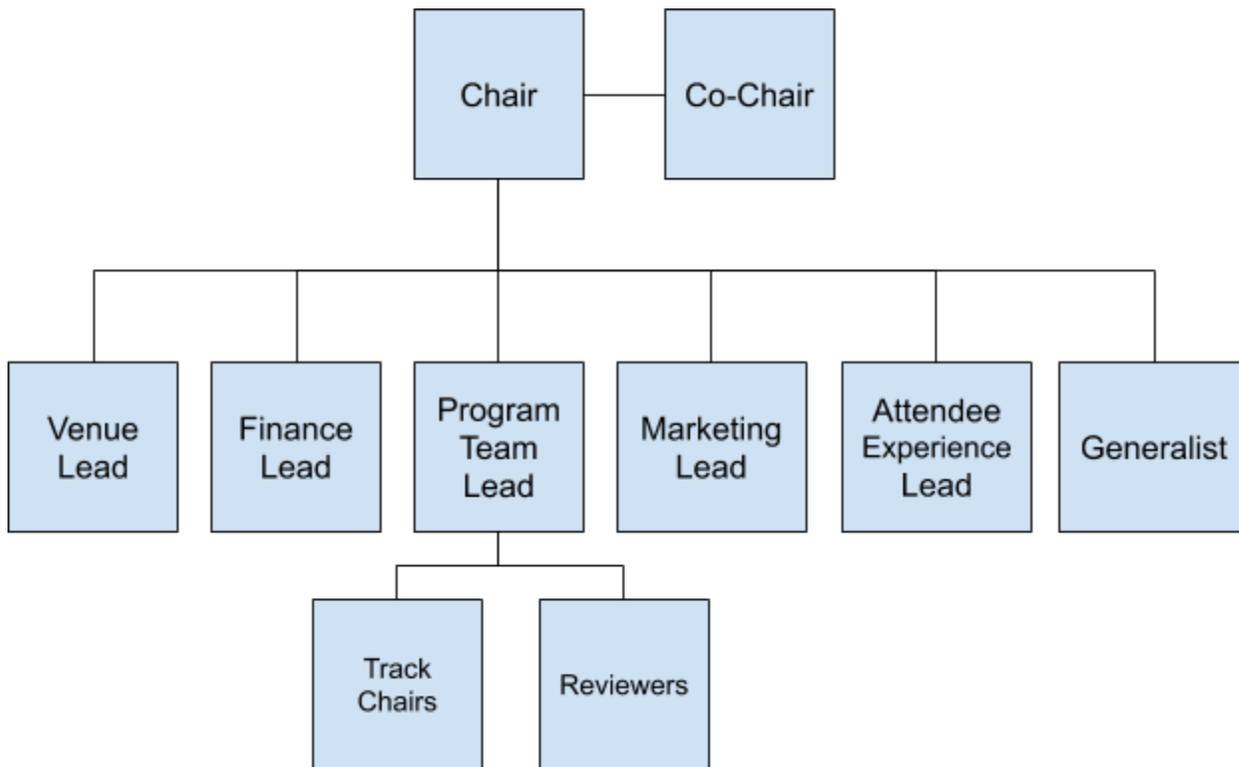
Chair & Co-Chair

The conference chair team is responsible for ensuring that the overall theme, spirit, and message of Agile Denver's charter is brought forward at the conference. Their primary measurement of success is Year over Year Net Promoter Score (YoY NPS), and they are held accountable by the Agile Denver Board of Directors via the MHA Charter document. In addition, the conference chair is responsible for the overall conference, including the following tasks:

- Provide vision, high-level goals, milestones & guardrails
- Finalizes the theme and tracks for the conference
- Final approval authority for the conference schedule and speaker session selections by the Program Team
- Ensures that Program Lead has confirmed all speaker selections have been reviewed and rated.
- Finalizes the keynotes for the conference
- Manage and support a flat organization of volunteers as well as provide mentoring and coaching to individuals in their role on the Organizing Team
- Provide facilitation & feedback to all volunteers in the spirit of our Code of Conduct
- Manage overall budget
    - Speaker compensation
    - What other high-level decisions?
- Make key decisions and provide final decision making when necessary and appropriate
- Communicate with Board of Directors
- Mentor and Coach volunteers in their role for the conference
- Define and maintain planning cadence and retrospectives
- Coordinate Organizer Celebration
- Decide on tooling choices (what are we using for registration, program, etc.)
- Maintain a current and appropriate code of conduct document

Each conference chair commits to a two-year period of service. The first year of service will be in the position of co-chair. In this year, the co-chair will learn everything they need to know to run the overall conference. In the second year of service, the co-chair will take over the chair spot and begin the training cycle over again.

Each co-chair must go through an application process in which their experience is submitted for approval by the Agile Denver Board of Directors. Past conference organization experience is highly recommended for this role.

Venue Lead

The venue is responsible for everything that has to do with the **location that the conference** is being held. This is a highly collaborative role, as it requires information from all other organizing team leads in order to be successful. The role includes being the primary interface with the venue of choice, and is not limited to the following tasks:

- Organizing and communicating **hotel or conference space** needs (break out room configuration, main area - sponsor - configuration, where food will be placed, etc)
- Organizing and communicating **Audio/Video** needs with the program team and overall conference space
- Establishing, maintaining and reconciling post conference all budget items related to venue
- Work with the venue to select all menu / food items (includes ensuring special meals requested are provided)
- Working with the **internet** provider to establish our service for the conference
- Establishing a contract with our **drayage** vendor of choice and coordinating with the Finance lead to ensure that the drayage information gets to our Sponsors.

Finance Lead

The Finance lead maintains the functions that drive the conferences cash-flow; **registration, ticket sales, and sponsorship**. Working within the financial guidelines that are set by the Agile Denver Board of Directors, the Finance lead maintains all responsibilities surrounding registration and sponsorship. To include, but not limited to the following tasks:

- Registration & Ticket Sales
  - Ensuring that the ticket registration tool is set up and can accept payment
  - Managing monthly budgetary reporting to the main budget
  - Managing payments, refunds, and any other ticket sales related issues
  - Would Dan quit if we made him responsible for badge printing? :D
- Running the sponsorship program
  - Generating sponsorship revenue
  - Maintaining and building sponsor relationships
  - Ensuring that sponsors are 'fed and cared for' during the entire process
  - Ensure that sponsorships are set up in the tool of record
  - Ensure that sponsors receive all benefits as outlined in the prospectus

Marketing Lead

- Ensure all Website Content is updated in support of the needs of the attendee experience, finance and program leads
- Keep an updated **editorial calendar** and ensure that emails, and social media messaging is going out in support of the needs of the attendee experience, finance and program leads

- Responsible for the Twitter, Facebook and LinkedIn Agile Denver content as it relates to Mile High Agile
- Responsible for sign design, graphics for the website and any other graphic design needed for the conference

Attendee Experience Leads

The attendee experience lead is primarily responsible for the "hallway track" of the conference (what do attendees do when they are not in sessions?), as well as soliciting, and organizing the overall day of the volunteer team.

This includes, but is not limited to:
- Scoping and implementing the special activities for Attendees they would like to run at the conference (scavenger hunt, twitter board, job board, hallway sessions, professional headshots, other games and interactive things for attendees to do).
- Running the call for Day of Volunteers selection process
- Training the **Day of Volunteers** team
- Designing, and purchasing Day of Volunteer t-shirts
- Designing, and purchasing Day of Volunteer thank you gifts
- This individual is also responsible to be the lead Day of Volunteers coordinator on the actual days of the conference

Generalist

- Responsible for setting up the **speaker dinner** and all emails/RSVPs associated with the event
- Responsible for setting up the **conference social** event
- Responsible for the **Coaches Clinic** - design, recruiting,implementing, etc.
- Jump in, if and when, another organizer needs help or needs to walk away from their position

Program Team

Program Team Lead

The program lead is responsible for coordinating the overall track development, by curating a team of track leads and reviewers who can participate in the CFP. In addition to curating the overall conference program, the program lead is responsible to ensure that we have a fully developed speaker experience plan, as well as executing against that plan. Additional duties include:
- Documenting and providing all AV needs to the Venue Lead
- Creating the Day One & Day Two program schedules for sign printing
- Participating in organization of the speaker dinner
- Participating in the selection of keynote speakers
- Facilitating an in-person meeting to finalize the program schedule

Track Lead

- Responsible for defining the story of their track
- Responsible for selecting a first draft program for their track (this may include soliciting speakers outside of those who have submitted to fit the story that this individual defined)
- Responsible for reviewing and rating talks in their track
- Responsible for providing feedback to submitters on what they can do to improve their session
- Ensures that all sessions in their track are reviewed and rated

Reviewer

- Responsible for reviewing and rating talks they are interested in (can be by track, or all content)
- Responsible for providing feedback to submitters on what they can do to improve their session