

Admin & Operations Chair

Backbone of conference organization.

The Administration & Operations Chair (AOC) manages the administrative, coordination, and logistical services of iLRN2026. This role ensures the Organizing Committee functions effectively, records are maintained, and services are delivered smoothly for both the team and participants.

? Responsibilities at a Glance (Checklist)

- **Meetings & Governance**

- Organize and call Organizing Committee meetings.
- Distribute agendas and facilitate orderly, efficient meetings.
- Ensure meetings align with iLRN's constitution and procedures.

- **Coordination & Communication**

- Keep all teams informed of conference organization activities.
- Act as primary contact for committee and participant inquiries (email, Virtual Campus, Discord).
- Ensure responses meet service delivery expectations.

- **Documentation & Systems**

- Maintain Google Drive documents, conference website, and Discord channels.
- Update templates, forms, contracts (e.g., keynote agreements), and event management tools.
- Provide information on conference facilities to collaborators for bookings.

- **Advisory & Estimates**

- Participate in committee meetings to advise on facilities and services.
- Provide cost estimates for approval by the iLRN Executive Board.

- **Resource & Supply Management**

- Act as resource person to participants and volunteers during the conference.
- Resolve issues with facilities or equipment quickly.
- Maintain/purchase supplies (software, hardware, resources).
- Liaise with Treasurer for purchases, payments to keynote speakers, and expense records.

- **Registration Oversight**

- Oversee the registration system with the Registration Chair.
- Ensure attendee information and payment interfaces are complete and usable.

- **Volunteer Coordination**

- Recruit and manage volunteers to support conference operations.

- **Ceremonies & Communications**
 - Contribute to Opening and Closing Ceremonies.
 - May produce a **conference newsletter** at AOC's prerogative.
 - **Site & Local Coordination**
 - Conduct site visits or virtual meetings with Local Chairs.
 - Approve and finalize local arrangements.
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?? Timeline & Key Milestones

- **12-9 months out:** Establish admin systems; confirm templates; begin meeting cycle.
 - **9-6 months out:** Ensure registration system is functional; draft early budgets/cost estimates.
 - **6-3 months out:** Confirm local arrangements (site visit or virtual); maintain newsletter if issued.
 - **3-1 months out:** Coordinate volunteer recruitment; finalize supply purchases; check service readiness.
 - **Conference Week:** Act as contact point for committee and participants; ensure smooth operations.
 - **Post-Conference:** Archive records; prepare report on admin/logistics; debrief with Organizing Committee.
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?? Working Toolkit (MVP)

- **Meeting Agenda Template**
 - **Committee Contact Directory**
 - **Keynote Speaker Contract Template**
 - **Volunteer Roster Template**
 - **Registration System Workflow** (with Registration Chair)
 - **Expense Tracking Sheet** (with Treasurer)
 - **Conference Newsletter Template**
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? Coordination Map

- **General Chairs:** Align on major decisions; provide direction.
- **Registration Chair:** Coordinate registration and payment system oversight.
- **Treasurer:** Manage purchases, expense tracking, keynote payments.
- **Local Chairs:** Approve local arrangements; resolve site/facilities issues.
- **Volunteer Coordinator/Team:** Recruit, brief, and deploy volunteers.

- **Exec Board:** Approve cost estimates and major facilities/services.
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? MVP vs. Nice-to-Have

MVP:

- Regularly scheduled committee meetings + agendas
- Up-to-date Google Drive, website, Discord channels
- Registration system oversight with complete attendee/payment data
- Volunteer roster in place
- Templates for contracts/forms maintained
- Local arrangements approved (site/virtual)

Nice-to-Have:

- Conference newsletter for Organizing Committee + participants
 - Automated reminders for committee tasks
 - Volunteer recognition and spotlight features
 - Post-conference report formatted for Codex archive
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? Quick Links (placeholders)

- [Meeting Agenda Template](#)
 - [Committee Contact Directory](#)
 - [Volunteer Roster](#)
 - [Registration System Workflow](#)
 - [Keynote Speaker Contract Template](#)
 - [Expense Tracking Sheet](#)
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? Notes

- The Administration & Operations Chair is appointed for a **2-year term**, serving first as apprentice to a more experienced AOC.
- This role is the **nerve center** of conference operations—ensuring meetings, systems, volunteers, and records all flow smoothly.

- Success = an Organizing Committee that runs efficiently, participants whose inquiries are answered promptly, and a conference that feels professionally managed.

iLRN2026 Organizing Committee Handbook

Role Description:

Administration & Operations Chair/s, organise and facilitate administrative details, coordination and logistical services associated with the iLRN conference organisation. This role is typically associated with iLRN members concerned with the central administration of the iLRN organization, itself.

More specifically the Administration & Operations Chair have the following responsibilities:

- Organises and calls meetings with the conference organisation committee members, distributes the agenda and facilitates the iLRN organising committee meetings.
- Makes sure that each meeting is planned effectively, conducted according to the constitution and that matters are dealt with in an orderly, efficient manner.
- Keeps people/teams informed about the conference organisation activities.
- Maintains the Conference Services Google Drive documents, web site, discord.
- Is the primary contact to answer organising committee and participants requests via email, walk-in requests in the iLRN Virtual Campus and is responsible to ensure that requests are responded to in accordance with the service delivery levels.
- Maintains and updates templates, forms, contracts (for keynote speakers) and templates used in event management functions.
- Participates at meetings with the conference organising committee to discuss requirements, provides advice, and recommends facilities and services appropriate to address the conference needs. Determines and provides cost estimates for approval by the iLRN Exec Board of Directors.
- Provides information on conference facilities to outside collaborators in effort to secure bookings.
- Acts as a resource person to conference participants and volunteers during the conduct of conferences and special events. Responds to requests for changes in services, and arranges for immediate resolution of equipment and facility related problems.
- Maintains and purchases supplies required for the conference (software, hardware, resources) and liaises with the Treasurer for required purchases and keeps receipts of expenses and maintains records.
- Liaises with the Treasurer to make payments to keynote speakers.
- Responsible for oversight of the Registration System by collaborating with the Registration Chair and the relevant organizing committee members to ensure complete & usable

information interface for registration and payment for all conference attendees

- It is the prerogative of the iLRN Administration & Operations Chair to have a conference newsletter.
- Recruit and coordinate volunteer activities
- Contribute to the presentation of the opening and closing ceremonies of the conference.

The iLRN Administration & Operations Chair is appointed to serve for a 2-year term. The first year in an apprentice role to a more experienced AOC.

- Make a site visit to the conference site/or conduct virtual meetings with the local team and approve and finalize local arrangements.

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