2027 Annual Conference Host Committee
Roles & Responsibilities

Purpose
The 2027 Annual Conference Host Committee partners with Exponent Philanthropy staff to help ensure the 2027 Annual Conference is financially successful and provides a meaningful and robust learning and connection experience for leanly staffed funders from across the country.

Host Committee members help infuse local community elements throughout the conference experience, spotlight the philanthropic and nonprofit work happening across Greater Boston and New England, financially support the conference at meaningful levels, assist with fundraising efforts, and promote the region as a hub for philanthropic leadership, innovation, and impact.

Composition & Eligibility
The Host Committee is comprised of up to 15 volunteer leaders. Exponent Philanthropy members, partners, event sponsors, and other stakeholders are eligible for Committee service, along with leaders from the region's philanthropic community.

Committee members may be identified through self-nominations, peer nominations, and recommendations from Exponent staff and volunteer leaders. Members are recruited for their commitment to Exponent Philanthropy's mission, knowledge of and connections across the region, and willingness to financially support the conference and participate in fundraising and outreach activities.

Roles & Responsibilities
1. **Local Host & Ambassador**
   Help showcase Greater Boston and New England and infuse local community elements into the conference by identifying, recommending, and connecting Exponent staff to:

   - Nonprofit and community organizations for site visits and other conference experiences
   - Local speakers, thought leaders, and organizations to feature in the program
   - Artists, performers, vendors, venues, and restaurants that can enrich the conference experience
   - Other people, ideas, and experiences that reflect the region

2. **Financial Supporter & Champion**
   The Annual Conference costs nearly $1M to host each year. Committee members help ensure its financial viability by:

   - Financially supporting the conference at a level meaningful to you and/or your organization
   - Identifying and making introductions to prospective foundation and corporate supporters
   - Encouraging local funders and companies to participate as sponsors, speakers, exhibitors, and attendees
   - Helping thank, steward, and engage conference supporters

3. **Active Volunteer Leader & Conference Host**
   Serve as an active Host Committee member by:

   - Participating in the majority of Committee meetings
   - Championing the conference within your networks and help build local participation
   - Registering for and maintain a visible presence at the conference, including receptions, dinners, site visits, and other activities
   - Providing feedback and guidance throughout the planning process and following the conference

Terms of Service & Time Commitment

Host Committee Members serve for a one-year term. The Committee will meet periodically throughout the year, primarily virtually, with opportunities for in-person meetings, community tours, and site visits in Boston. Below is a typical meeting timeline with sample agenda topics.

Committee members may be asked to spend approximately one to two additional hours per month on conference-related activities, including making introductions, outreach to prospective sponsors and supporters, connecting staff with local organizations and vendors, and participating in occasional site visits or planning activities.

Committee members are responsible for their own expenses associated with serving on the Host Committee and attending the conference.

January — Virtual: *Kick Off* — **60 minutes**
- Introductions and review roles, goals, and planning timeline
- Begin identifying priority funders, sponsors, and partners
- Begin identifying local speakers, organizations, and community leaders to engage

March — Virtual: *What Should Attendees Experience in Boston?* — **60 minutes**
- Explore what makes Greater Boston and New England distinctive
- Identify local stories, speakers, organizations, site visits, and experiences to feature
- Review priority funder and sponsor prospects

Spring — In-Person: *Boston Regional Gathering + Working Session* — **3/4 Day**
- Attend Exponent Philanthropy and Philanthropy Massachusetts's Boston Regional Gathering
- Explore potential site visits, venues, community partners, and local experiences
- Review fundraising and local engagement and identify remaining opportunities

Summer — Virtual: *Building the Boston Experience* — **45 minutes**
- Review confirmed local elements, sponsors, and supporters
- Identify remaining gaps, prospects, and connections

September — Virtual: *Build Momentum* — **45 minutes**
- Review registration, sponsorship, and fundraising progress
- Mobilize Committee networks to build local participation and support
- Preview the attendee experience
- Identify remaining gaps, prospects, and connections

October — Virtual: *Final review & On-Site Prep* — **45 minutes**
- Review the final conference schedule and local elements
- Coordinate Host Committee roles, outreach, and on-site engagement

Nov 17-19 — In-Person: 2027 Annual Conference | Boston, MA
- Serve as visible local hosts and ambassadors throughout the conference

December — Virtual: *Conference Debrief* — **30 minutes**
- Share feedback, lessons learned, and follow-up opportunities

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Committee Chair

The Committee Chair, typically an active Exponent Philanthropy member and supporter, fulfills the above-listed Committee member responsibilities and also:

- Serves as the chief volunteer leader of the Host Committee
- Partners with Exponent staff to plan and lead Committee meetings
- Helps engage members and guide the Committee's progress toward conference goals
- Partners with staff to provide updates to Exponent Philanthropy's Board of Directors