

Qualities of Potential Conference Chairs

The Executive Board works closely with conference volunteers and leaders to encourage their continued participation and growth in conference leadership roles. What qualities and competencies are important for a potential conference chair?

Experience/Vision

Typical SAS Global Forum Conference Chair **Profile**

- CURRENT SAS User or Manager of SAS users
- LEADERSHIP in SAS conferences and non-SAS User events
- ACTIVE in professional organizations, with emphasis on SAS User organizations
- Participation and/or organization of virtual conferences
- Recognized speaker, with emphasis on topics related to SAS
- Proven leadership experience
- Motivational leader
- Project Management experience
- Professional and tactful approach to problem solving
- Solid vision for conference evolution and growth

Core Behaviors

Leads Strategically

- Develops plans with alternative courses of action, flexibility to adapt quickly
- Seeks opportunities to achieve higher priority objectives
- Makes decisions aligned with group strategy
- Adjusts plans to improve execution
- Identifies key stakeholders within and across functions to enhance alignment of objectives
- Ability to multi-task effectively
- Ensures that personal objectives are aligned with peer and group objectives
- Clarifies roles and responsibilities to maximize productivity

Communicates Directly

- Actively shares experiences and perspectives and encourages others to do so
- Demonstrates the highest integrity through all communications
- Provides relevant facts and data to support position
- Seeks differing perspectives and probes to ensure mutual understanding.

Drives Performance

- Consistently exceeds expectations regarding commitments and objectives
- Demonstrates ownership of performance
- Anticipates obstacles
- Collaborates and builds alignment
- Proactively shares key learnings
- Works with internal and external customers to develop shared solutions
- Builds networks
- Identifies opportunities to partner with others

Energizes Others

- Encourages others to accomplish what may seem difficult
- Openly supports new ideas

- Prioritizes work
- Identifies and eliminates non-value-added work
- Develops People
- Recruits individuals who bring new skills and diverse perspectives
- Seeks development opportunities
- Seeks feedback
- Reacts positively to feedback
- Provides tactful honest and constructive feedback
- Recognizes the contributions of others

Core Competencies

Critical Thinking

- Proactively asks the difficult questions to clarify and challenge assumptions
- Anticipates and addresses issues before they become major problems

Communications and Presentation Skills

- Communicates clearly, both orally and in writing
- Respects conference schedule and timelines
- Reviews information to identify key issues and ensures that stakeholders have timely access to critical information

Organizational Insight

- Applies knowledge of relationships and the centers of authority and influence within the organization to ensure successful projects and positive interactions

Project Planning

- Identifies risks and works with the team to develop appropriate mitigation plans
- Responsible for managing risks to schedules

Effective Team Leader

- Builds strong working relationship with co-workers, team members and key stakeholders to influence others and achieve results
- Seeks buy in from key functional areas
- Motivates others to make the best decisions

Team Building

- Establishes a well-functioning team that communicates effectively
- Ensures meetings are productive
- Promotes collaboration

Creativity, Innovation & Technology

- Embraces change
- Takes initiative
- Applies innovative and leading-edge ideas and processes
- Encourages others to try new things and take calculated risks