|  |  |  |
| --- | --- | --- |
| **Position:** | **Director of Chapter Meeting** | **Type:** Elected |
| **Term of Service:** | 2 Years | **Term Starts:**  |
| **Reports To:** | President |
| **Supervises:** | Volunteers who work on individual tasks as assigned |
| **Purpose/Role:** | To provide engaging, topical meetings that add value to the full range of our membership’s experience levels and areas of expertise |
| **Requirements & Qualifications:** | * Must be present at all chapter meetings
* Solid rolodex and/or ability to network extensively
 |
| **Primary Duties &** **Responsibilities:** | * Sourcing and working with speaker/facilitators
* Defining the tone (and topics) of our meetings
* Sourcing thought leaders who are solid facilitators
* Previewing and conducting reference check for speakers/facilitators
* Coaching speakers through our purpose and meeting structure
* Being available for speaker questions
* Serving as the speaker’s liaison with the chapter and venue
* Collaborating with Directors of Learning and Workshops to integrate the chapter’s professional development offerings
* Marketing communications
* Avoid a sales message
* Write promotional materials for our monthly meetings to engage potential attendees
* Encourage speakers to submit an article to the e-zine and/or post to the LinkedIn Group
* Contribute ideas and energy to the overall marketing of the chapter
* Facilities management
* Source and negotiate free/low cost meeting facilities
* Negotiate annual facilities contracts
* Determine speaker A/V needs
* Bring A/V to the meeting site unless purchasing it from the venue
* Set up and take down A/V
* Meeting management
* Greet people as they arrive
* Welcome the speaker and guests
* Introduce the speaker
* Thank the speaker
* Announce upcoming events
 |
| **Financial Scope:** | * Assists in developing budget and monitoring monthly financial statements
* Strives to generate revenue or at least break even at each meeting
 |