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| **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 | |