

**Calendar Chair  
Standing Committee Position  
2017-2018**

**Summary**

The Calendar Chair manages all aspects of the online event calendar, including posting events, setting up online payments and registrations, and monitoring event scheduling to prevent date conflicts.

**Position Requirements**

- Medium level computer skills
- Adequate time for responsibilities of the position

**Responsibilities**

Maintain online calendar by posting all Club events and registration details. This part of the position includes the following steps:

- Receive event submissions each month from Welcome Mat Editor and use this information to add new events to the calendar and to confirm previously listed events.
- Set up online registration and payment (if needed) for each event.
- Enter the registration deadline and maximum capacity for each event.
- Review event details to ensure that personal member information is not displayed through the public calendar.
- Receive a preliminary copy of the Welcome Mat prior to publication and check for calendar errors or omissions.

Post recurring and known events through September of the coming year or as far out as possible so Interest Group chairs can check for conflicting events before scheduling a meeting.

Confirm that monthly general membership meetings and board meetings are entered in advance to avoid event conflicts. The general membership meeting is held on the third Wednesday of each month, and board meetings are usually scheduled on the first Wednesday morning of each month (unless another regular meeting time is established by the President).

Work with the Interest Group Coordinator or board members to resolve any date conflicts and to stay informed of changes in interest group recurring events.

**Reminders**

Expenses must be submitted and reimbursed by treasurer before the end of ANC's fiscal year.

Board members are expected to attend monthly board meetings, usually on the first Wednesday morning of the month.

Board members are responsible for providing training and assistance to the person who will take over their position when the next board prepares to take office.