

**Meeting Director  
Executive Board Position  
2017-2018**

**Summary**

The Meeting Director is responsible for planning, coordinating, and supervising reservations and venue arrangements for all monthly general membership meetings.

**Position Requirements**

- Medium level computer skills
- Knowledge of Excel or Numbers
- Color printing and scanning capabilities
- Basic bookkeeping and organization skills
- Adequate time to coordinate and attend monthly general membership meetings
- Responsibilities of the Meeting Director and 2<sup>nd</sup> Vice President - Programs may be shared.

**Responsibilities**

Select venues for all monthly general membership meetings and negotiate contracts if required. Give copies of venue contracts to President and be aware of renewal dates.

Monitor reservations, collect checks, and respond to emails and phone calls concerning meetings during the month prior to the event. These responsibilities often begin soon after the most recent meeting.

Log reservations as they come in, using a reservation spreadsheet [see example on ANC website under Board Documents]. Send preliminary spreadsheet to the President, Membership Chair, and Name Tag Chair one week before the meeting as an update on reservation activity. Send final spreadsheet to the President, Membership Chair, Name Tag Chair, and Greeter Chair on the Monday before the event.

When completing the reservation spreadsheet:

- Be sure date at top of spreadsheet is correct.
- Fill out all columns, including name, member status, amount of check, and remarks.
- Include special diet requests in remarks section if a plated meal will be served.
- List names of guests and new members, noting those who are attending their first meeting if that information has been provided.

If the number of reservations for a meeting is low, contact the President and prepare an eblast reminder. Send eblast to the Weekly Bulletin Chair for distribution.

Communicate with venue to be sure audiovisual and microphone requirements for the meeting can be accommodated. [The 2<sup>nd</sup> Vice President Programs is responsible for discussing AV and microphone needs with the speaker and then providing this information to the Meeting Director.]

On Monday before a Wednesday meeting:

- Check for last-minute registrations and provide final reservation count to venue coordinator.
- Endorse checks.
- Complete final reservation spreadsheet and print a copy for use at the meeting. Be sure speaker and guest are included, with any special diet requests [their meals are complimentary].

On day of meeting:

- Arrive early to check all arrangements and to resolve any problems that may arise.
- Provide envelope for pay-at-door reservations and collect it after the meeting. Name tags for pay-at-door attendees should be held aside by Name Tag Chair to ensure payment.
- After meeting begins, check for any empty chairs to help late arrivals find seating.

After meeting:

- Compare venue's bill with spreadsheet to confirm accuracy. If Treasurer is present at meeting, he or she pays the bill at the venue and retains the spreadsheet. If the Treasurer is not present, the Meeting Director pays the venue bill, deposits reservation checks and cash from the 50/50 raffle, and sends a copy of the deposit slip and the spreadsheet to the Treasurer.

Give a report summarizing attendance and receipts from the general membership meetings at monthly board meetings.

Maintain a notebook containing information deemed necessary to keep an accurate account of general membership meeting activities.

### **Reminders**

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

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

All board members are expected to provide training for their positions when the incoming board takes office.