# Meetings Director Executive Board Position

# REV: Jan 2023

**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 Second 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. Be a liaison with the Venue Event Manager.

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. If someone signs up for 2 attendees, or a guest, contact them to get the name of the other person they paid for. Work with any new members to comp them for their free lunch. Comp /refund if signed up in membership works.

Log reservations as they come in, using a reservation spreadsheet [see example on ANC website under Board Documents]. Send preliminary spreadsheet to the President, Treasurer. 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 on the Friday before the event.

When completing the reservation spreadsheet:

* 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 Communications Director to prepare and send bulletin at least once. Prepare an eblast reminder. Send eblast to the Bulletin Chair for distribution

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

At the door:

On Friday before a Wednesday meeting:

* Check for last-minute registrations and provide final reservation count to venue coordinator. Sometimes last-minute reservations or checks come in days after the Friday deadline so text Venue Coordinator with any updates.
* 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. Name tags committee will collect cash or check from Pay-at-the-door attendees/
* 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.

.

# 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.