# Calendar Chair Standing Committee Position

**Rev. 12/2023**

**Summary**

In conjunction with the Interest Chair, the Calendar Chair manages all aspects of the online event calendar, including verifying events, 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
* Attend Board meetings

# Responsibilities

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

* Receive event submissions each month from Interest Group Chairpersons - and use -this calendar submission to verify that all required information is on the form.
* Coordinate dates with Interest Group Coordinator, if there is a change in regular scheduled date/time
* Verify online registration and payment (-Monthly Luncheon is the only event to allow online payment) for each event.
* Verify registration deadline and maximum capacity for each event.. 2 ticket limit per each registration
* Notify Interest Group Chair of any corrections needed. Verify that the corrections are made
* Review event details to ensure that personal member information is not displayed through the public calendar.
* Post event on the Calendar
* Receive a preliminary copy of the Welcome Mat prior to publication and check for calendar errors or omissions.
* 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.