

CALENDAR COORDINATOR

Summary:

In conjunction with the Interest Group Director, the Calendar Coordinator 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

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 them to verify that all required information is on the form.
- Coordinate dates with Interest Group Director, if there is a change in regular scheduled date/time.
- Verify online registration and 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.
- Confirm that general membership meetings and board meetings are entered in advance to avoid event conflicts. The general membership meetings are set by the President or Board, 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 Director or Board members to resolve any date conflicts and to stay informed of changes in interest group recurring events.

Reminders:

All Board members:

- Must submit all expenses for reimbursement by the Treasurer before the end of ANC's fiscal year.
- Are expected to attend board meetings, usually on the first Wednesday morning of the month.
- Are expected to provide training for their positions when the incoming board takes office.
- Should respond ASAP to all inquiries from other members, potential members and Board members.
- Should periodically post information on the Club website and weekly newsletter pertinent to the position.