

DIRECTOR OF PROGRAMS & TECHNICAL MEETINGS

OBJECTIVES

To ensure that the Chapter has quality speakers at monthly meetings

DUTIES

The primary duty of the Director of Programs and Technical Meetings is to prepare a program year plan of speakers. Duties include:

- Developing a Meetings Plan to entice new members to attend monthly meetings with assistance of CEC Board
- Submitting the Meetings Plan to National with the assistance of the CEC Board
- Review National Chapter Recognition Points Plan to maximize number of points
- Review National manual and website along with Speaker Database to keep up to date
- Selecting and contacting potential speakers for monthly luncheon meetings
- Confirming with each speaker prior to meetings
- Communicating schedule and updates (via newsletter, website and/or email) with assistance from Director of Communications
- Obtaining speaker bios, handouts, audio/visual needs and any other needs
- Introduction of speakers at monthly meetings
- Obtaining gifts for all monthly speakers
- Thanking and presenting gift to speakers
- Sending follow-up “thank you” notes to all speakers and providing feedback to the speaker, if applicable
- At year end, supply CEC Board with overview of all meetings for Chapter History report