

Committee Role

**Position Title: Speaker Committee Member**

Term: 12 months

Reports To: Speaker Manager

Voting Position: No

Supervisory Duties: No

Committee Members: No

Board Appointed: No

**Description:**

Deliver professional monthly member events guided by the ATD National Competency Model and member needs.

**Time Commitment:**

* 6 hrs./month for approximately 4 months out of the year, as determined by committee, including attendance at member events for those months. Some events are scheduled in early morning, some in evenings.
* 3 hrs./month all other months, including other duties as outlined below

**Key Competencies:**

Commitment, Teamwork, Reliability, Event Management, Communication

**Primary Responsibilities:**

* Support the Director of Programs and Speaker Manager to implement overall strategy for the year by producing profitable member meetings for assigned months
* Work with Speaker Manager to ensure speakers are booked several weeks in advance of the member events for the months assigned
* Retain and replace speakers should changes occur for assigned months
* Obtain speaker bio, photo, and event description and publish to website for assigned months
* Act as primary point of contact for speaker for assigned months for deck creation, questions, and printing of handouts

**Speaker and Chapter Meeting Logistics:**

* Ensure that logistics contractor has confirmed all event logistics are covered: printing of handouts, speaker’s a/v requirements, food, and room set-up
* Coordinate with Board Member assigned to present open volunteer roles to obtain updated slides
* Ensure Registration Coordinator is confirmed for attendance prior to event to ensure a smooth customer experience
* Ensure Evaluation Coordinator sends link for chapter meeting survey after the meeting
* Ensure meeting evaluation feedback is emailed directly to speaker after event
* Serve as emcee for the chapter meeting by coordinating introduction of speaker, introducing the Board Member, announcing any upcoming events, and making sure the meeting starts and ends on time
* Provide gift and thank-you gift to speaker at chapter meeting and turn in reimbursement request to Director of Finance (gifts not to exceed $25 each).

**Success Measures:**

* Average member event attendance remains the same or increases over previous year
* Member Events start and end on-time
* Member events run smoothly including registration, catering, a/v and room logistics
* Track all expenses and submit receipts for reimbursement within 30 days of purchase

|  |  |  |
| --- | --- | --- |
| **Privileges:** | | **Additional Expectations:** |
| Free attendance at monthly chapter meetings | | Member of ATD Puget Sound chapter for term |
| Position listed on your resume and LinkedIn profile Opportunity to connect with ATDps members  Potential for career pathing into future Board positions | | Post comments/ engage in chapter’s social media  Meet success measures listed above  Advise Director of Programs of trends seen in |
|  | | meeting evaluations to inform future strategy |
|  |
|  |
|  | |  |