



## **JOB DESCRIPTION: ARRANGEMENTS CHAIR**

**Role:** The Arrangements Chair coordinates the logistics for general meetings, luncheon meetings, and other meetings, as assigned.

### **Responsibilities:**

1. Select and reserve an appropriate venue for each meeting:
  - Explore the options for venues for each event or category of events;
  - Recommend an appropriate venue for each event or category of events to the Board;
  - Make reservations for the venues when the dates of the events are determined and the Board has agreed to the location;
  - Meet with the staff of the venue and establish the menu and timing of the meeting;
  - Sign a contract with the venue, if required.
2. Coordinate reservations/rsvps and oversee advance preparation:
  - Supply the VOTER editor and the Constant Contact designee with details about the luncheon: time, place, cost, and menu;
  - Arrange for special requirements, such as a speakers' table, podium, microphone, etc;
  - Retrieve rsvps from e-mails and the phone log at the office, and establish a list of attendees;
  - Notify luncheon location staff of number of reservations and menu choices;
  - Prepare name tags for the guests and attendees, indicating menu choice, if necessary;
  - Recruit volunteers to help at the event.
3. Oversee logistics and troubleshoot during the event:
  - Arrive at the venue early to make sure the facility is properly prepared;
  - Set-up a table at entrance of the venue to greet attendees, hand out nametags and collect checks or money, if appropriate.
  - Trouble-shoot any logistical problems that arise during the event;
  - At the end of the event, review and sign the invoice and give it to the Treasurer, who will write a check to the venue;
  - Keep a record of event expenses and submit it to the Treasurer.