

Director of Programs for Membership Meetings

Proficiency Required: Excellent communication skills, time management skills, and organizational skills. Proficiency using word processing programs for organization, communication emails and an understanding of digital file management and transfer. An understanding of Zoom is helpful.

SPECIFIC DUTIES and OBJECTIVES

- The Director of Programs is the appointed person to communicate with the meeting facility personnel (e.g. La Posada Scheduling, etc.). Schedule SAGS in-person monthly meetings as far in advance as reasonable and determine cost (if any).
- Identify speakers for each meeting, keeping cost in line with budget constraints. Ideally, speakers are free or very low cost (e.g., \$100 honorarium to museum docent, etc.).
- Coordinate with meeting speakers to identify any special presentation requirements (e.g., projector, microphone, easel, etc.).
- Develop and/or coordinate any in-person activities for the membership meeting.
- Coordinate with Publicity to inform membership of upcoming meeting programs.
- Provide meeting host with speaker bio and credentials, as applicable.
- Schedule Zoom for monthly general membership meetings, if used.
- Provide the facility with an estimate of the number of attendees and provide room setup, seating and equipment arrangement required, etc. at least a week before the event.
- Coordinate meeting room technology expert (including facility-based techs) to ensure presentations, both in-person and online, run smoothly
- Coordinate any refreshments for the meeting. This may include catered refreshments or as simple as requesting cookies/snacks from members.