

Job Description - Chair of Global Meetings Industry Day

- **Term:** One year or as determined by the Board of Directors and Chapter Bylaws
- **Eligibility:** Member in good standing / Willing to dedicate the time, energy, talents, and enthusiasm required for the position
- **Reports to:** Vice President of Education Events

General Responsibilities:

- Serve as a member-at-large of the Board of Directors.
- Provide regular reports on the strategies, successes, and challenges of assigned committees to the Board of Directors.
- Support and defend policies and programs adopted by the Board of Directors.
- Conduct a transition meeting with successor to ensure a seamless handover.
- Perform other duties as may be delegated by the VP of Education, VP of Networking, or Chapter President.

Specific Responsibilities:

- Implement and execute GMID in all event capacities, including coordinating with venues, managing audio/video setups, arranging food and beverage, and coordinating overnight and transportation accommodations for speakers.
- Identify and secure speakers/panelists for GMID events.
- Act as the on-site logistics contact for GMID events.
- Collaborate with the VP of Education and/or VP of Networking to create program agendas and event posting forms.
- Work with the VP of Education and/or VP of Networking to launch post-event surveys.

Time Commitment:

- Regular attendance at monthly meetings, chapter activities, and functions.
- Attendance at Board meetings and retreats, as needed (this is a non-voting board position.)
- Attend All Hands Global Calls.