

The Hive Chair

Review of role, responsibilities and leadership attributes:

- Design and oversee the Hive
- Liaison to Director of Industry Alliances and committees
- Point person for all the Hive tasks
- MC of the Hive

Reports to: Director of Industry Alliances

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Time Commitment: 7 hours per week

Specific Responsibilities:

TASK	INDIVIDUAL RESPONSIBLE	CONSULTANTS / CONTRIBUTORS	TIME FRAME	RESOURCES
Establish and announce location of the Hive	Hive Chair	Dir of Industry Alliances, VP Education	March	Previous Hive Chairs, VP Education, Dir of Industry Alliances
Create the Hive Committee	Hive Chair	Dir of Industry Alliances, VP Education	March	Board, VP Education, Volunteer Committee
Reach out to partner organization for volunteer & event buy-in	Hive Chair & Committee	Dir of Industry Alliances	April	Past year's organizations
Theme Creation	Hive Chair	Dir of Industry Alliances, Board	April-May	Previous years as a reference
Secure a venue one year in advance	Hive Chair	Dir of Industry Alliances, Board	June - September	Previous year's RFP
Fee creation and registration website development	Hive Chair	Dir of Industry Alliances	June	Cvent, OrgSupport
Securing all marketing assets	Cascadia Chair/Marketing	Marketing Committee	July	OrgSupport

Creation of educational tracks	Hive Chair/Education	Education Committee	June - July	Previous years topics/Dir of Industry Alliances
Set menu and review BEO's and room sets	Hive Chair		August	
Roll up all reporting	Hive Chair	Dir of Industry Alliances	October	Cvent, OrgSupport