

JOB DESCRIPTION MEETING MANAGER

Hotel:

- A. Arrange room set-up requirements for all sessions and catered events. Secure reservation information from the hotel.
- B. Plan menus and coordinate catered events for: Board of Directors Meetings, Board of Directors Dinner, Committee Meetings, Editorial Board Luncheon, Past Presidents Reception, President's Private Party, Business Meeting, Presidential Address, Graduate Student and New Members Reception, and any additional food service functions.
- C. Review the master account with the hotel Credit Manager and the Executive Officer to determine compliance with contract provisions and make sure that all charges belong to the Society and secure adjustments when appropriate.
- D. Arrange with the Reservations Manager for hotel reservations for officers and VIP's.
- E. Design and implement a Roommate Matching Service.

Pre-Registration/On-Site Registration:

- A. Recruit volunteers to work during on-site registration.
- B. Provide Executive Officer with copies of all requests to disburse funds. Executive Officer will authorize cash distribution of funds apart from petty cash.
- C. Compile the following materials that will appear in registration packets. (*Final Program*, Annual Meeting Evaluation and Business Meeting Agenda)

Program:

- A. Prepare the overall design for the program. Prepare front matter describing conference site, activities and special events for the preliminary and final program. Special events will include: book exhibit, film exhibit, banquet, child-care information, information on plane reservations and major driving routes and special features of the meeting site.

Banquet:

- A. Coordinate the menu, room set-up and audio-visual needs.
- B. Secure plaques or certificates for award winners.
- C. Review the final bill for accuracy.

Other:

- A. Work closely with the Local Arrangements Chair. Provide guidance and expertise when appropriate.
- B. Work closely with the ICASH program coordinator (separate fee paid by ICASH). Arrange room set-up, audio-visual and catering for the ICASH events.
- C. Report on the management of the meeting and assessment of the hotel performance to the Board of Directors.
- D. Provide on-site coordination of member requests and hotel services to insure a quality meeting.

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