

## Chapter Board Job Descriptions – Director of Arrangements

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### General

It is advisable that the Director of Arrangements read and understands these duties, as it is vital to the success of the chapter.

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### General Duties

The Director of Arrangements is responsible for the arrangement of general meetings and Board of Directors meetings. Below you will find a list of general duties for the office of Director of Arrangements.

1	Identify sites suitable for holding monthly Chapter dinner.
2	Book the meeting sites.
3	Arrange for the facility set up including table set up, decorations, and any Audio Visual equipment needs.
4	Select a menu that meets Chapter pricing guidelines and provides a good value for attendees.
5	As soon as the location is secured, provide information to the Publicity Director for inclusion in newspaper, magazines, etc. when applicable
6	Prepare meeting notice flyer by obtaining information from the Program Director.
7	Meeting notice flyer should include: location, menu, speaker information, subject times, and pricing and reservation information.
8	Meeting notice flyer to all persons on Meeting mailing at least three weeks prior to the scheduled meeting date.
9	Maintain a reservations list and update the President on the number of anticipated attendees. Distribution of final reservation list should be made to the Treasure, Director of Education and the President.
10	Produce name badges for all attendees on the final reservation list. The name badge should include name and company name.
11	Maintain a guest book and make available at all Chapter meetings.
12	Perform any other duties as specified by the President.
13	Attend all meetings of the Board of Directors.

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