

Arrangements Chair – Section Volunteer Position Description

General Description

Oversees arrangements for all regular meetings of the section and other special programs and conferences as assigned by the Section Leadership Committee or other committee chairs.

Term

One year. Jan 1 to December 31

Specific Duties and Responsibilities

- Work with SLC to set goals/metrics to support the section's management process as they relate to events arrangements.
- Communicate/report to the SLC activities performed, status of performance against goals/metric set, etc. for events arrangements.
- Arrange all meeting facilities including hotel, seating, room size, etc.
- Establish menu, negotiate fees, provide newsletter editor with location and menu information, and arrange for speaker equipment.
- Submit budget to Treasurer for fiscal year.
- Attend SLC and general membership meetings.
- Understand Uphold Society Bylaws, Policies and Procedures, and Section Operating Agreement.

Qualifications

- Must be an ASQ member in good standing.
- Strong organization, communication, and negotiation skills.

Time Commitment

Approximately 2 – 3 hours per month (outside of section and executive committee meetings).