



Position Title:	Program Director	Reports to:	Board
Communicate to: Board, Chairmen of: Sponsorship committee, Ambassador committee, Administrator			
Job Purpose:			
<ol style="list-style-type: none">1. Oversee all aspects of meeting/event registration including pre, on-site and post registration activities.2. Conduct annual survey of topics members' desire for meeting programs3. Coordinate all aspects of the meeting program4. Provide a financial recap of each meeting to the Treasurer along with the money and credit card receipts at the end of each meeting.5. Solicit hotel bids for meeting sites and dates6. GTP tracking.			
Job Duties:			
<p>Duties:</p> <ol style="list-style-type: none">1. Create, develop committee and provide leadership and direction to the Program Committee2. Work with Meeting Planning Chair to share set up/speaker requirements for programs3. Work with all Committee Chairs to determine needs when developing Agenda4. Manage monthly Program Committee Calls and invite other Committee Chairs as appropriate5. Attend Monthly Board Calls to provide updates regarding Program Committee activities and agenda updates .6. Maintain Meeting/Event Registration website<ol style="list-style-type: none">a. Confirm member's registration as they book.b. Verify the amounts paid, confirm membership or meeting dues are paid if attendees are not on the event registration list.c. Answer member's questions regarding registration and/or the meeting.d. Monitor and forward all special meal requests to the Meeting Planner.7. Monitor the Meeting/Event bookings and provide attendee counts to the Board upon request.8. Remind the President or other designated officer to send meeting notice reminders.9. Secure keynote speakers- including negotiating speaking fees, securing speaker's airfare, Hotel stays and transportation needs.<ol style="list-style-type: none">a. Facilitate purchase of speaker/s gifts and thank you'sb. Welcome speaker/s upon arrival and serve as their host during their stayc. Facilitate Introduction of speaker/s at the meeting10. Obtain GTP credits for those who attend each meeting. Work with Scholarship Committee to obtain GBTA Continuing Education Credits for applicable content11. Hotel Solicitation & Selection:<ol style="list-style-type: none">a. Solicit all member hotels and other hotels that can accommodate the meeting based on the Exec. Board's recommendation of dates and/or cities. Include in RFP – full sponsorship of meeting- overnight room rate max (to be decided annually) at \$XXX.XXX (ex: For 2016 the maximum rate of \$129.00), complimentary Wi-Fi, Parkingb. Advise non-member hotels that membership is requirement of being selected as meeting site and a value added benefit.c. Present findings to the Board as soon as possible with desired responses by September 1 of prior meeting year.12. Contracts:<ol style="list-style-type: none">a. After Board approval, obtain contracts for selected properties.b. Review contracts and forward copies to board for review and signature if needed.c. Return contracts to selected hotels as soon as signed.d. Website – enter meeting date and hotels into website meeting schedule.e. Advise Board of completion of contracts to hotel and website update and update program spreadsheet with all information including hotel sponsorship value13. 120 days prior to meeting:<ol style="list-style-type: none">a. Contact Program Chair to verify program logistics for the meeting and set-up. Determine room block booking process (call in or website link) and enter on chapter website.14. 60 days prior to meeting:			

- a. Contact Program Chairman, Registration Chair; Member Relations Chair, Sponsorship Chair (if sponsorship needed) to obtain their meeting needs.
 - b. Communicate meeting needs to hotel.
 - c. Provide updated logistical overview to Board and Programs
 - d. Advise Board of completion for meeting notices to be distributed.
15. 45 days prior to meeting:
 - a. Obtain/select food & beverage for meeting by presenting suggestions to the Board if GBTA-RM is paying for these functions. If hotel is sponsoring, then hotel makes the selections.
 - b. Once approved by the Board, advise the hotel.
 - c. Review hotel sleeping room needs and cutoff date. If extension required, do so and advise Board of status.
16. 30 days prior to meeting:
 - a. Monitor hotel pickup in case of additional rooms or cutoff extension is needed
 - b. Provide board update
 - c. Request BEO
17. 7 days prior to meeting
 - a. Sign off on event BEO's – verify that speakers and special guests are included in food count
18. 72 hours prior to meeting:
 - a. Advise Board of Board meeting room assignment and update program spreadsheet.
 - b. Advise all meeting room names to Programs and Board for printing of Agenda
19. Day before meeting at Board meeting:
 - a. Arrive at hotel to review all meeting rooms and set-up w/hotel staff.
 - b. Report to Board to include meeting room locations, set-up and any issues.
20. Day of meeting:
 - a. Arrive at hotel in advance of functions to ensure that all set-ups are correct if not done the night before.
21. Post meeting
 - a. Obtain invoice from hotel and review.
 - b. Approve invoice by initialing and forwarding to Treasurer to pay.
 - c. Create letters for President to sign thanking the hotel and identifying any hotel personnel that should be singled out for their extra effort. Email these letters to the President who will print, sign and mail.
 - d. Complete/ create hotel and post meeting surveys
22. Meeting history
 - a. Maintain a record of each meeting's location, date, sleeping room pickup, expenses including sponsorship expenses paid by hotel, AV requirements, place items in identified drop box site

Qualifications:

Member in good standing and attendance at a minimum of 85% of the meetings/conference calls during the year.

Last Updated By:

L Melish

Date/Time:

11/8/16