



Job Description – Best Practices Committee Chairperson

Reporting to: Executive Committee
Working with: Best Practices Committee Venue Rep, Best Practices Committee Speaker Rep
Term: January – December

Job Function:

The main job function of the Best Practices Committee Chairperson is to plan, execute and manage the ASIS Toronto Chapter's Annual Best Practices Seminar. Additionally the Best Practices Committee Chairperson is responsible for the reporting of committee activities and financials of the seminar.

Job Responsibilities:

- Attend meetings with the Chapter Executive to report committee activities
- Report post event cost analysis to the Chapter Executive
- Organize and Chair Best Practices Committee meetings
- Regularly communicate with the Best Practices Committee Venue Liaison to ensure venue selection is on schedule with proposed event
- Regularly communicate with the Best Practices Committee Speaker Liaison to ensure seminar speakers are on schedule with the proposed event
- Communicate with the Website Committee Communications Rep to gauge event attendance and capacity
- Communicate plaque sponsorship participation to the Chapter Treasurer, so plaque sponsorship funds may be allocated to the proper accounts
- Communicate with the Website Committee Newsletter Rep so appropriate event status (attendance / sponsorship availability) is reported to the membership
- Reports costs to the Chapter Treasurer, so approved expenses can be paid
- Review and update associated job descriptions on a semi annually basis

Created: December 2007
Revised: