



Job Description – Best Practices Committee Speaker Liaison

Reporting to: Best Practices Committee Chairperson
Working with: Program Committee Speaker Liaison, Best Practices Committee Venue Liaison
Term: January – December

Job Function:

The main job function of the Program Committee Speaker Liaison is to screen and propose potential speakers to the Program Committee. The Program Committee Speaker Liaison will further coordinate any logistics on behalf of a chosen chapter meeting speaker.

Job Responsibilities:

- Act as the committee liaison for any person requesting to speak at the Best Practices Seminar
- Request all potential speakers to fill out and submit the ASIS Toronto speaker application
- Present potential speakers to the Best Practices Committee for selection
- Ensure all chosen speakers sign and understand the ASIS Toronto speaker guideline
- Review the speakers presentation a minimum one week prior to the event, ensuring:
 - Free of spelling and grammatical errors
 - Conforms with chapter speaker guidelines
- Coordinate audio visual needs of each speaker with the Best Practices Committee Venue Liaison
- Communicate with the Website Committee Newsletter Rep so the appropriate flyer can be created for distribution and posting on the website
- Communicate with the Program Committee Speaker Liaison in regards to additional speaker applications that may be of interest
- Report any financial requests to the Committee Chair for approval
- Submit approved financial records to the Committee Chair for processing
- Attend meetings with Best Practices Committee

Created: December 2007

Revised: