



Job Description – Best Practices Committee Venue Liaison

Reporting to: Best Practices Committee Chairperson
Working with: Program Committee Venue Rep, Best Practices Committee Speaker Liaison
Term: January – December 2008

Job Function:

The main job function of the Best Practices Committee Venue Liaison is to liaise with the chosen / prospective Best Practices Seminar venue for the purpose of menu selection, room set-up and schedule.

Job Responsibilities:

- Source an acceptable venue for the Best Practices Seminar, ensuring the venue offers quality space and menu items while financially reasonable
- Propose food and beverage items to the Best Practices Committee
- Costing / quoting of all aspects of venue for seminar, including: menu, equipment rental and parking
- Establish and maintain contact with the principal venue contact
- Coordinate required contracts from venue and book time and date, once approved by the Best Practices Committee
- Identify logistics with the venue, in regards to:
 - Registration set up
 - Parking
 - Breakfast / Lunch / and / or Dinner service and or seating
- Co-ordinate rental and set-up of technical aides such as projectors, screens, speakers, microphones and podiums
- Report post event cost analysis to the Program Committee Chair
- Regularly communicate with the Website Committee Communications Rep, so accurate attendance can be reported to the venue rep, in accordance with the venue's deadline for attendance reporting
- Communicate with the Website Committee Newsletter Rep so the appropriate flyer can be created for distribution and posting on the website
- Communicate with the Website Committee Newsletter Rep so appropriate event status (attendance / sponsorship availability) is reported to the membership.
- Report any financial requests to the Committee Chair for approval
- Submit approved financial records to the Committee Chair for processing

Created: December 2007

Revised: