



## **Job Description – Program Committee Speaker Liaison**

Reporting to: Program Committee Event Sub-Chairperson  
Working with: Program Committee Venue Liaison, Website Committee Newsletter Rep, Best Practices Seminar Chair  
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:**

- Attend meetings with Program Committee
- Act as the chapter liaison for any person requesting to speak at a chapter event.
- Request all potential speakers to fill out and submit the ASIS Toronto speaker application
- Present potential speakers to the Program Committee for selection
- Ensure all chosen speakers sign and understand the ASIS Toronto speaker guidelines
- 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 a speaker with the Program 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 Best Practices Chair 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

Created: December 2007  
Revised: