

Position Description: Meetings Manager
October 2012

<p>Position Reports to: Sarah Martis, Director of Client Services</p> <p>Internal Contacts: Works closely with other Meetings Manager(s), Executive Director(s) and Association Acumen President and team members; Interacts with all departments and all clients</p> <p>External Contacts: Leaders, Board of Directors and/or Program Committee, CME Committee, sponsors, partners, members, vendors, exhibitors, advertisers</p>	<p>Fair Labor Standards Act (FLSA): Yes</p> <p>Employee Status: Exempt</p> <p>Positions that Report to You: None at this time; Potential for team development</p>
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General

The Association Acumen meetings manager is responsible for planning, organizing, managing, as well as administration, profitability, and effectiveness of the various annual meetings, congresses, conferences, seminars, trade shows and special events conducted for select client associations. He/she works closely with the executive director in areas of meeting administration and assumes responsibility for association activities, applying best practices and Acumen protocol. Tasks included will encompass, but not be limited to:

Specific Responsibilities

- Makes independent committee-directed decisions regarding the implementation and coordination of educational programs for the clients. Oversees and manages all activities relating to client conventions, annual meetings and trade shows. Consults with executive director regarding budgets, expenditures, contracts, RFPs, vendor selection.
- Serves as the primary liaison to speakers selected by volunteer committees or by staff, overseeing their travel needs, AV requirements, presentation reproduction, securing photograph and background information, learning objectives, speaker titles, disclosures, confirming time, date and content of their presentation, etc. (Confirmation to speakers should include copies of any materials or program brochures sent to prospective registrants and may require releases for repurposing for online content or other uses.)
- Monitors and updates count and anticipated attendance and provide to speakers and conference facility if attendance is not as originally anticipated.
- Develops and monitors budgets for events.
- For associations with Continuing Medical Education (CME) or Continuing Education Units (CEU), the meetings manager is responsible for understanding the format, rules, policies and requirements for providing CME/CEU and for maintaining adequate supplies of required materials, files and records.
- Working closely with the executive director, is responsible for the delivery of adequate supplies of materials for programs (onsite supplies, badges, evaluation forms (paper/electronic), brochures on related events, membership information and general registration desk supplies, etc.).
- Following the program, responsibilities include obtaining, reviewing, and approving speaker expense and honoraria submissions, composing thank you letters, ordering and sending gifts or awards as appropriate, and providing reports on the success of the meeting to the executive director and relevant committee(s).

Facilities

The meetings manager should maintain a current file of conference facilities and properties appropriate for the meetings Association Acumen clients conduct.

Responsibilities include site visits, evaluation, negotiation, and selection of conference facilities for client conferences; liaison with conference facilities for speaker needs, room set up, menu selection, food and beverage guarantees, billing, and all specifics of the meeting (including such details as set-up and location of registration desk, coat rack, food stations, noise or distractions, exhibit floor plans, etc. All Association Acumen meetings are non-smoking.

Serves as on-site liaison to the conference facility seeing to attendee's needs (location of restrooms, coffee and condiments, coat rack, etc.) and speaker needs (test all AV equipment, etc.) and distribution of any handouts, evaluation forms (audience response system, paper or electronic pre- and post-tests) continuing education materials and directional signage.

Serves as liaison to the banquet department for such details as menus, counts, guarantees, special needs, reserved tables; AV, etc.

Volunteer/Committee Liaison

Working with volunteer Program/Education Committee members, is responsible for managing program moderators, providing speaker introductions to volunteers, as well as communicating timing of sessions and breaks and location of luncheon or other food and beverage functions.

Attend meetings of Program or Education Committees to obtain a greater depth of understanding about the plans and programs of Association Acumen client associations, composing and distributing copies of minutes of those meetings. Works with the chair to develop agendas.

Communication

It is critical that on-going effective communication be maintained with the association leaders and executive director. Whenever possible support should be provided in the form of written reports in advance of questions from members/committees, and prior to committee meetings. Examples: Updates on exhibits sold, sponsorships obtained, attendance at Committee meetings, speakers confirmed, advertising sold, etc.

Requirements

- Meeting management and/or association management experience required. Experience running small association(s) important. Sales and marketing experience helpful.
- Understanding of technology and technological applications required.
- Strong interpersonal skills; strong negotiation skills; excellent verbal/written communications skills including composition of business correspondence, timelines and implementation plans and promotional pieces.
- Must be able to work independently, be detail oriented, process multiple assignments at the same time and be well organized. Must be able to coordinate long-term projects and activities of the organization.
- Ability to work well with diverse groups and be a strong team leader and player.
- Bachelor's degree from four-year college or university or equivalent; minimum of five years of related industry, fundraising, and/or sponsorship experience; computer proficiency. Prefer association or non-profit experience; business development experience
- Must be available for travel nationally and internationally. Must be available to work outside of normal workday. Office tasks and event planning requires the ability to lift heavy objects.

Other Responsibilities

Participates in professional development activities to better serve client association(s). Performs other appropriate duties as directed by association president, Board of Directors or Association Acumen president or other team members. Supports additional Acumen initiatives and additional client administration as needed.