



TAKING THE PAST INTO THE FUTURE

## Meeting Coordinator

### Purpose:

The Meeting Coordinator is responsible for providing continuity from meeting to meeting—particularly for the spring meeting—by assisting with administrative and logistical tasks, sharing institutional knowledge, offering consultation to the Program Committee Chair (PCC) and other Board and committee members, and ensuring that key deadlines are met.

Of note, the Coordinator does *not* participate in: developing meeting themes; soliciting or reviewing session proposals; or working directly with presenters or plenary speakers, except to advise on past meeting trends or successes/failures. Furthermore, the Coordinator does not participate in “day of” meeting logistics, except in support of the PCC or as an added point person in working with the hotel.

### Term of Office:

Three years. Appointed by the President with the approval of the Executive Board.

### Major Duties:

- Serves as an ex-officio member of the Executive Board.
- Attends quarterly Executive Board meetings (in their entirety), at least one per year of which must be in person.
- Following each spring meeting, provides longitudinal statistics and analysis to the Board. Assists the PCC in developing statistical benchmarks for comparative purposes over time.
- Assists the Vice President and PCC on the following administrative tasks, as needed:
  - Hotel contract negotiations (in coordination with Helms-Briscoe);
  - AV contract negotiations (rates, etc.): assists the PCC in identifying meeting needs and preferred vendors;
  - Hotel catering negotiations: provides information on general catering needs including the handling of dietary requirements/restrictions.
  - Education Committee needs: assists in identifying and communicating workshop needs to the PCC;
  - Communications Committee needs: in conjunction with the PCC, coordinates with the graphic designer for design and delivery of printed materials;



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- Vendor Coordinator needs: assists in identifying and communicating vendor exhibit space needs to the PCC;
- Inclusion and Diversity (IDC) needs: assists the PCC in ensuring that IDC concerns are addressed throughout the meeting;
- Statistics: assists the Registrar in gathering relevant meeting statistics that will be used to support longitudinal tracking and analysis;
- Liaises with other Board members and committees as necessary.
- Recommends updates to the spring meeting manual, as needed.
- Submits written quarterly reports to the Executive Board approximately one week before the Board meeting.
- Submits an annual budget request to the Treasurer, as needed.
- Mentors the incoming Meeting Coordinator to ensure they are properly trained in the role.
- Maintains active records and transfers non-current records to the Archives, in accordance with the NEA Records Schedule.