

CHAIR

- Plan direction of Chapter and lead Board to accomplish goals for the year.
- Lead a minimum of four Board Meetings per year and plan agendas for each meeting.
- Request the Board packets from HQ and distribute to all new Board members – ensure that all understand positions and responsibilities.
- Make decisions for Chapter business when it is not necessary or effective for voting to take place.
- Make decisions about scholarship awards or other chapter business with other Executive Committee members: Vice-Chair, Past Chair, Secretary and Treasurer.
- Ensure that all materials required by IAEE HQ are submitted on time (minutes by Secretary, financials by Treasurer, Chapter Roster, etc.)
- Choose the annual charity and decide with Board what contribution goal will be for that year.
- Thank sponsors, advertisers, speakers, first-timers, and any other groups who support the Chapter over the course of the year in writing, in person, and at meetings and events.
- Act as host and emcee for lunch meetings and special events by thanking sponsors and volunteers, introducing speakers, and welcoming guests as needed.
- Work with IAEE as part of the Chapter Leaders Council and with the IAEE Liaison to ensure that the Chapter is doing everything correctly per IAEE guidelines and also sharing best practices with other chapters.
- Write the “Notes from the Board” articles in the bi-monthly newsletters or assign other Board to write.
- Ensure that all Board position descriptions are updated and accurate.
- Assist Directors with committee planning and direction.
- Work with Treasurer and Directors to plan Annual Budget and ensure that expenditures are in line with the Budget.

VICE CHAIR

- Back-up to the Chair for any times they are away or unable to perform duties. Lead Board meetings, run lunches, make decisions, etc.
- Make decisions about scholarship awards or other chapter business with other Executive Committee members: Chair, Past Chair, Secretary and Treasurer.
- Manage the Volunteer interest of the Chapter by receiving information from those that want to volunteer, finding the best area for them, and passing that information to the proper Director. Also soliciting for volunteers at meetings and receptions.
- Organize Volunteer of the Quarter recognition by soliciting nominations at the end of each Quarter from each Director, organizing the voting amongst the Executive Committee, and planning for recognition at the next lunch and the next newsletter.
- Attend all Board Meetings if possible – typically 4 per year

PAST CHAIR

- Make decisions about scholarship awards or other chapter business with other Executive Committee members: Chair, Vice Chair, Secretary and Treasurer.
- Can act as back-up if the Chair and Vice Chair are away or unable to perform duties. Lead Board meetings, run lunches, make decisions, etc.
- Organize Participation at Trade shows by: completing paperwork for booths. Work with Membership Director and IAEE HQ to find volunteers to handle various duties like staffing booth, setting up booth, and ordering badges for volunteers.
- Collect all relevant information from the year they were Chair to complete the CAT document for IAEE HQ to earn up to three free IAEE Expo!Expo! Registrations. Must be completed by midway through the Past Chair year to get the information on the free registrations in time to promote
- Establish a Nominating Committee (cannot include any current Board members) to find Board members for the next year.
- Prepare the slate and send out to the membership for voting so that results are final prior to Annual Meeting. Ensure that enough votes are received for a quorum (10% of membership). Communicate process and progress to Board.
- Attend all Board Meetings if possible – typically 4 per year.

TREASURER

- Day-to-day management of the chapter's finances including paying bills and depositing checks to the Chapter bank account.
- Represent Board and act as main contact with bank, investment companies, and Chapter accountant.
- Maintain and file all paperwork including payments and receipt of checks and sending copies to the Chapter accountant.
- Send national credit card processing requests as they come up (usually resulting from sponsorship sales) and copy Chapter accountant.
- Work with accountant to prepare financial statements for each board meeting including P&L statements and balance sheets.
- Work with Director of Sponsorships making sure payments for sponsorships and advertising are received and assisting with any outstanding payments.
- Coordinate the annual filing of 990 forms with the IRS with the Chapter accountant.
- Order and cancel credit cards for Board members as required.
- Research investment strategies and present to Board for decisions on an annual basis. Keep track of maturing CDs or other investment vehicles that require maintenance.
- Make decisions about scholarship awards or other Chapter business with other Executive Committee members.
- Attend all Board Meetings if possible – typically 4 per year. Provide reports for meetings or distribute information if not able to attend.

SECRETARY

- Record minutes for all chapter Executive Committee and Board meetings, distributing copies to all Board members and IAEE Headquarters within two weeks of each meeting after review by Board.
- Make decisions about scholarship awards or other chapter business with other Executive Committee members: Chair, Vice Chair, Past Chair and Treasurer.
- Maintain complete records for the chapter including, but not limited to, educational activities, social programs, event statistics, current membership statistics, and lists, newsletter copies, and other data related to chapter activities.
- Review chapter records on a quarterly basis; obtain needed documents to maintain the current files and purge outdated or unnecessary documents.
- Act as the chapter historian, maintaining not only the current year's records, but also a historical account of chapter activities.
- At the end of term, submit all current and historical records to his/her successor

DIRECTOR OF EDUCATION PROGRAMS

Overall responsibility for the chapter's educational programs.

- Responsible for coordination of program committee to include selection of topics and planning of dates and quantity of programs.
- Responsible for event site selection: find locations, work with hotel/restaurant representative to set budget and select menu; update with final numbers as needed.
- Responsible for onsite management of event to ensure that event follow planned timeline and that event site provides what was ordered.
- Responsible for management of speakers: recruiting speaker(s) for each lunch, advance planning, onsite assistance, thanking speaker on behalf of chapter and Board, and any post-show coordination such as providing survey results.
- Provide program details to chapter partners or Board members to ensure signage, AV and other necessary materials are ordered for the lunch.
- Keep accurate financial records of each lunch and sends necessary information to Treasurer.
- Send program information to the Director of Marketing for Chapter e-mails and *ShowBuzz* following the established deadlines.
- Coordinate lunch survey with Director of Marketing; review results with program committee; and send results to the Board to review as necessary.
- Provide timeline and other event details to Chair or whoever will be the host making the remarks and introductions for the program. Act as host and emcee for any education programs if Chair or Vice Chair cannot attend by thanking sponsors and volunteers, introducing speakers, and organizing the remarks.
- Send Chapter calendar for the year to IAEE HQ by January 31.
- Attend all Board Meetings if possible – typically 4 per year. Provide reports for meetings or distribute information if not able to attend.

DIRECTOR OF SPECIAL EVENTS

Plan and implement the special events of the chapter with input from the Board and other sources.

- Establish written objectives for the special events committee that align with the chapter mission statement and goals.
- Manage the committee against the established objectives and budget for the year.
- Maintain a current list of committee members, including assignment of duties, and distribute to the Executive Committee at the start of the year.
- Produce at least 2 special Networking events to support the social and “fun” interests of chapter members, with successful networking as the primary goal.
- Plan and organize any service-oriented or charitable events where chapter members can participate.
- Manage logistics for all special events, including, but not limited to, contract and set-up of the facility, food and beverage, audio-visual, signage, promotional schedule and complimentary registration allotments.
- Encourage and promote networking of members at monthly chapter meetings through innovative (fun) ideas.
- Plan budget for each event and prepare information on whether events are expected to bring revenue, loss, or break even.
- If necessary, work with other associations to co-locate or co-manage special events.
- Collaborate with the chapter’s Director of Marketing to establish an effective marketing and promotional strategy and campaign for all Chapter special events.
- Liaison with Experient contact and Director of Marketing to communicate special events to membership through broadcast e-mails. Coordinate sponsor information with Director of Sponsorships and Advertising.
- Maintain attendance statistics for all special events including pre-registered members vs. non-members and on-site members vs. non-members for current year as well as a comparison to prior years.
- Distribute statistics at the close of each event and again at the end of the year to all Board members, the chapter administrator and IAEE Headquarters, as needed.
- Ensure that sponsors are given proper acknowledgement at events.
- Write appropriate thank you notes to sponsors and volunteers.
- Attend all Board Meetings if possible – typically 4 per year. Provide reports for meetings or distribute information if not able to attend.

DIRECTOR OF ADVERTISING & SPONSORSHIPS

Promote and sell all advertising and sponsorships for the DC Chapter monthly luncheons/special events and the bi-monthly chapter newsletters, as well as any other sponsorship opportunities.

Chapter Monthly Luncheons Sponsorships/Special Events

- Annually update the Sponsorship Contract and ensure that what the sponsor receives is aligned with current national policies and approved by DC Chapter Board.
- Promote and sell marketing opportunities to Convention & Visitors Bureaus, Suppliers and Vendors to the Exhibition Industry to support the monthly lunches and other special events via calls and e-mails.
- Secure all paperwork/contracts with sponsors, confirm that payment is received by the IAEE DC Chapter Treasurer.
- Obtain sponsors logo and have the appropriate “Thank You” signage made in advance of the luncheon as well as organizing other signs and delivery with the sign sponsor.
- Forward sponsor’s logo to the Director of Marketing to be included in all email announcements regarding the luncheon.
- Find out what A/V is required for all gold level sponsors.
- Thank sponsors in person at the events, of possible, and via a thank you note.
- Provide sponsor updates to the Director of Marketing 2 months in advance for inclusion in handouts and other promotional opportunities.
- Keep the Board of Directors updated of all sponsor contracts and potential contracts that are in progress.

Other Advertising

- Promote and sell advertising for bi-monthly newsletter via calling and e-mail blasts.
- Send the artwork/ad information to the person who is laying out the newsletter.
- Maintain paperwork and forward completed contracts and payments to the Chapter Treasurer.
- Develop rate structure each year.
- Monitor ads to editorial ratio so that there is a even balance
- Provide the year’s sponsor and advertising names/logos to appropriate Board member for end of the year Thank You publicity
- Sell any other types of advertising that are developed – on web site, for example.

Other

- Attend all Board Meetings if possible – typically 4 per year. Provide reports for meetings or distribute information if not able to attend.

DIRECTOR OF MARKETING

Promote the Chapter and Chapter Events via Newsletter, E-mail, and other Marketing Tools.

- Act as editor and oversee newsletter layout, articles, design, and editing with the person or company who creates the newsletter. Also create schedule for production and promotion.
- Manage deadlines for newsletter articles, advertising, postage ordering, promotion of events, etc. by communicating with other Board members and vendors what is needed.
- Send the artwork/ad information as well as logos to the person who is laying out the newsletter.
- Proof and give final approval to print newsletter.
- Maintain the chapter website and send updates of all pages to IAEE HQ in a timely fashion (other than the advertising section which is handled by the Director of Sponsorships and Advertising), including photos and bios of the Board.
- Create the schedule for e-mail promotions for lunches and events in coordination with Experient to assure that promotion is timely and reasonable for the registration sponsor.
- Manage the social media outlets where the Chapter has group pages and create promotions for these applications or send out existing promotions to these networks.
- Prepare flyers regarding upcoming events – lunches and special events – for promotion at events with assistance from the Directors of Special Events, Educational Programs, and Sponsorship & Advertising.
- Conduct chapter survey. Prepare survey in conjunction with Director of Membership to find out about needs of members. Analyze and summarize a final report.
- Responsible for hiring or organizing photographer at chapter events and also act as co-photographer if lead photographer not available. Post pictures to Flickr.
- Meet with the marketing committee for input on newsletter topics and articles, social media projects, and other marketing projects.
- Attend all Board Meetings if possible – typically 4 per year. Provide reports for meetings or distribute information if not able to attend.

DIRECTOR OF MEMBERSHIP

- Responsible for coordination of the membership committee to determine how to best address needs of various types of members – supplier, exhibit manager, new members, long-term members, members from different locations, etc.
- Work with IAEE HQ on any issues of membership such as member information changes, counts or allocation of members, and receipt of member reports since all membership data now comes from IAEE directly.
- Identify prospective members from IAEE HQ's lists and other sources and work with Board and committee to increase participation and eventually so they join IAEE.
- Act as point of contact between the membership and the board via e-mail and social media resources (Twitter, Facebook, LinkedIn).
- Oversee the Membership Outreach Delegation (MOD) Squad. The MOD Squad works to do the following:
 - Recognize new members and first-time attendees at lunches and special events,
 - Identify and develop strategies to reach out to attendees who have not attended educational luncheons ever or for over approximately one year,
 - Contribute interviews of first-time chapter luncheon attendees to Show Buzz newsletter,
 - Manage 50/50 raffle for charity during chapter events.
- Organize and manage tradeshow participation at any local trade shows or events (i.e. Destination Showcase and Springtime Expo);
 - Order exhibit furniture and services;
 - Organize and deliver booth handouts exhibit booth;
 - Recruit volunteers and manage schedule for set up, exhibit hours and tear down.
- Assess the needs of the Chapter's active members, inactive members, and prospective members and communicate findings to the Board via survey or other information gathering tools at events or via committee feedback. Work with Director of Marketing on annual or semi-annual member survey.
- Write appropriate thank you notes to volunteers.
- Attend all Board Meetings if possible – typically 4 per year. Provide reports for meetings or distribute information if not able to attend.