

## **MANAGEMENT LEADERSHIP CONFERENCE DIRECTOR**

### **Function**

Oversee and coordinate all Management Leadership Conference planning and activities for the Chapter.

### **Responsibilities**

1. Recruit members to serve on the Management Leadership Conference and Mini-Conference committees. Including 1-2 Co-Chairmen.
2. Chair meetings of the Management Leadership Conference and Mini Conference Committees.
3. Develop a Conference time-line to ensure all projects are started and all decisions are made in a timely manner.
4. Serve as resource to committee members.
5. Work with the chapter Marketing & Public Relations Chairman to publicize the Conference year-round.
6. Work with the Liaison to the ECIHRA, in cooperation with Conference Co-Chairs, in regards to the Muncie Chapter Conference.
7. Work with Program Director to secure Conference speakers/presenters that will not conflict with monthly chapter meetings.
8. Provide information regarding the Conference to the Board, Chapter members, and others through written communications, personal contact, Chapter meetings, and other presentations.
9. Review final preparations to assure that the Conference runs smoothly.
10. Review Conference evaluations for feedback to be used in planning future events.
11. Plan Conference Planning Committee post-Conference event.
12. Attend all monthly membership and Board of Directors meetings and provide monthly report at the Board of Directors meetings.
13. Participate in the development of short-term and long-term strategic planning for the chapter.
14. Represent the chapter in the Human Resources community.
15. Complete other assignments as requested by the President or the Board of Directors.

### **Requirements**

Chapter member in good standing.

### **Term**

Two years and three months

7-20-04

Revised 02-01-05