

Director of Public Relations and Chapter Events Responsibilities

Chapter Events duties:

Get spreadsheet with attendees from the GNC web site.

Get sign up sheet from Webmaster.

Collect badges for all attendees. Prepare whatever badges are missing.

Fill out receipts for attendees.

Get two greeters and someone to help at sign in desk.

At sign in desk, make sure attendees sign the sheet and get a badge and pay where applicable.

Give money and receipt originals to treasurer.

Give sign in sheets to secretary.

Collect badges after the meeting.

Statewide Responsibilities

The same responsibilities are required as a chapter meeting along with the following additions:

Put together Notebook for all attendees

- Agenda
 - Bios of Speakers
 - List of Vendors
 - List of Attendees
 - Giveaways for bags
 - Bags
 - Notebooks
 - Other as determined by the committee
- This position will need a committee

Public Relations Duties:

The duties for this position are primarily to create and send out the monthly luncheon meeting invitation as well as send out a reminder email the day before the reservation deadline.

A biography of the speaker and a brief description of the presentation topic are received the Director of Education. The community service and fundraising information is provided by the Director of Projects to the Chapter Communication Coordinator for the PaySmart and Website. Registration is conducted on line on the chapter website and any links necessary will be provided by the website webmaster.

A list of email addresses of the chapter members is provided by the Director of Membership. The invitation is sent multiple times to small groups of email addresses to avoid their return by spam detectors. A list of non-member email addresses is also maintained by updated by the officer group.

The luncheon invitation may also be posted with local media:

nashville@bizjournals.com (Nashville Business Journal)

communityevents@wkrn.com (Channel 2)

calendar@wsmv.com (Channel 4)

community@fox17.com (Fox 17)

joanne@traveler.com, david@traveler.com (Nashville.com)