MEETING ARRANGEMENTS COMMITTEE

OBJECTIVES
To handle all meeting arrangements, create an enjoyable atmosphere through a careful choice of meeting locations, facilities, and menus.

STRUCTURE
The committee shall be appointed by the chapter president.

RESPONSIBILITIES
1. Make recommendations to the board of governors regarding meeting times, dates, locations, menus, contracts with meeting facilities, and proposed fee structure for attendees.
2. Make arrangements for facilities for regular meetings, board meetings, socials, and other chapter events.
3. Receive and tabulate reservations for members and non-members attending each event.
4. Notify the management of the meeting facility of the number of persons expected to attend.
5. Coordinate information for name badges and consider special recognition of new members and special guests.
6. Ensure A/V required by the speaker is available and working.
7. Ensure that room arrangements such as a head table, seating layout, and registration table are set up appropriately.
8. Transmit the count of member and non-member attendees to the secretary and/or CAP chairperson for reporting purposes.
9. Handle complaints. If food or service is poor, if facilities are uncomfortable, or if the speaker cannot be seen or heard from some of the table locations, take corrective action. Then report and make recommendations for improvement to the board of governors.
10. Develop and maintain evaluation processes to ensure needs of membership are met. Speaker ratings should be reported to IIA HQ through the CAP report.
11. Maintain a file of records and correspondence to be passed on to successor at the close of the chapter year.

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