

## Meeting Planner

This position provides a unique opportunity for an individual to administer the timely and accurate management and administration of conference services for XYZ's Committee Meetings and the Regional Conference. Three to five years of professional, related experience required. CMP designation preferred.

### Primary Duties:

#### Association Committee Meetings:

- Provide logistical details to facilities to include, but not limited to, room set-up requirements, menus, guarantees and housing.
- Secure necessary audio visual or other equipment.
- Manage multiple deadlines to ensure logistics are communicated to facilities/service providers on time.
- Responsible for preparing and distributing meeting logistic information to staff prior to meeting.
- Establish master accounts with facilities, prepare and track deposits and provide appropriate tax-exemption forms when necessary.
- Manage pre-meeting financial projections, as well as post-meeting financial reconciliation of meeting invoices, including hotel and other general vendor bills.
- Maintain committee meeting calendar to ensure all future meetings are listed.
- Make recommendations regarding off-site dinner venues.
- Suggests and advises on new procedures for Committee Meeting management.
- Assist association staff with budget preparation and documentation for Board and Committee Meetings.
- Frequent contact with association staff, association members, vendors, and hotel staff.

#### Association Regional Conference:

- Assists with the housing, food and beverage documentation, banquet event orders, room layouts and other renderings supporting the programs and events at the Regional Conference.
- Manage multiple deadlines to ensure logistics are communicated to facilities/service providers on time.
- Manage the planning for the affiliate meetings at the Regional Conference.
- Responsible for administration of XYZ supporting services, including but not limited to: telephone and internet services, electrical requirements, furniture and computer requests at the Regional Conference. Duties include identifying services needed and schedules, developing and implementing contracts, post-meeting reports and financial reconciliation.
- Establish master accounts with hotel, prepare and track deposits and provide appropriate tax-exemption forms when necessary.
- Manage pre-meeting financial projections, as well as post-meeting financial reconciliation of meeting invoices, including hotel and general vendor bills for services contracted.

- Suggests and advises on new procedures for logistics management of the Regional Conference.
- Assist staff with budget preparation and documentation for Regional Conference.
- Frequent contact with association staff, association members, vendors, and hotel staff.
- Assist with 21-day reports and arrival/departure manifests for each meeting.
- Provide back up for Travel Administrator.

## **Job Requirements**

Education, training, experience:

Experience:

- 3-5 years of related professional experience required, no exceptions