

The primary goal of the Meetings position is to handle to details of operating the dinner and breakfast meeting in Santa Rosa. This includes the front check-in desk, guest greeters, the raffle, and timing the 30-second membership info-commercials and testimonials.

Duties and Responsibilities:

- Secure establishment(s) for both breakfast and dinner meetings.
- Negotiate menu, cost/price, guarantee #'s, and due dates, exact count due Monday before for each meal.
- Coordinate room set-up:
 - Registration table w/ 2-3 chairs and wastebasket
 - Marketing materials table(s)
 - Membership table
 - Podium
- Coordinate sound system set-up:
 - 1 microphone
- Coordinate beverage service:
 - Coffee/Hot tea station
 - Water on tables
 - Juices (breakfast) on tables
- Secure volunteers:
 - Registration (3 for dinner/2 for breakfast) – coordinate w/ Connections overall coordinator
 - Greeters (3 for dinner/2 for breakfast)
- Timing (30/45 seconds for info-mercials)
 - Contact volunteers to remind and orient before each meeting
- Set-up meeting:
 - Registration table w/ credit card processing, raffle chits and raffle sign
 - Membership table w/ Join Us sign, guest and member nametags and felt pens, guest packets, brochures/Connections business cards, and Circle of Sisters materials
 - Guest card basket (drawing for free breakfast at dinner meeting only)
 - Member card basket for 2 minute spotlight drawing
 - Name place placards for Board members (1 on each table)
- Inventory supplies:
 - Secure guest packets from Membership Director
 - Secure guest/temporary member nametags and raffle tickets from Connections overall coordinator
 - Secure optional breakfast and dinner meeting coordinators to help out