

POSITION DESCRIPTION

TITLE: Meetings Manager

REPORTS TO: Associate Director for Programs & Operations

DUTIES AND RESPONSIBILITIES:

- (1) The Meetings Manager will work with staff, committees, and ASNE leadership to produce and promote ASNE's technical symposia, exhibitions, and events. The Meetings Manager will provide support for the Society's core functions, with a focus on meetings.
- (2) The duties of the Meetings Manager include:
 - a. Conduct site searches and site inspections (when necessary) for ASNE meetings and events.
 - b. Negotiate contracts and make billing arrangements with meeting facilities.
 - c. Identify and coordinate with support vendors (e.g., transportation vendors, a/v vendors) when appropriate, including the following tasks: provide them with appropriate specifications, obtain bids from vendors, negotiate contracts, and coordinate their activities throughout the event planning process.
 - d. Coordinate with meeting facilities to ensure that appropriate meeting space is made available.
 - e. Develop function sheets specifying room set-up requirements, event details, and food and beverage orders for all ASNE events and communicate these requirements to the meeting facilities.
 - f. Develop audiovisual specifications for all ASNE events and communicate these to the audiovisual vendors.
 - g. Review and approve all banquet event orders.
 - h. Initiate payment and tracking of invoices for event vendors and facilities.
 - i. Serve as primary contact to meeting facility staff and ASNE staff on issues related to event logistics.
 - j. Oversee and assist with the development of meeting materials (e.g., welcome packets, name badges, tent cards, signage, meeting agendas, etc).
 - k. Collaborate on planning and development of marketing materials.
 - l. Communicate food and beverage guarantees to meeting facilities in a timely manner.
 - m. Attend ASNE meetings and events and serve as the onsite meeting logistical coordinator and contact for facility and vendor staff.
 - n. Serve as primary contact for Exhibitors and Exhibit contracting companies and oversee development of exhibitor kits.
 - o. Develop and maintain dynamic website content for symposia and other society interests.

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- p. Maintain an awareness of the meetings industry trends.
 - q. Track and report on ASNE meeting trends.
 - r. Continuously monitor meetings processes for effectiveness and efficiency – develop as necessary.
 - s. Track, reconcile, and report symposium financials.
 - t. Prepare, present, monitor, and report symposium budgets.
 - u. Participating with other staff members on office-wide tasks, such as coffee duty, phones, mail duty, office maintenance, special committees, envelope stuffing, projects, signage for Council meetings and other events in the office, etc.
 - v. Oversee Meetings Assistant and assist in their duties as necessary
 - w. Develop evaluation methods for meetings
 - x. Additional duties as assigned.
- (3) As the staff expert on meeting services, the Meetings Manager is expected to continually update systems and programs to provide creative and innovative services to members of the Society.
- (4) The Meetings Manager, in consultation with the Executive Director and Associate Directors, is expected to develop a continuing professional development program to remain cognizant of trends and innovation in the field of meeting services.
- (5) In consultation with the Membership Manager, the Meetings Manager will create a professional development program for the Meetings/Membership Assistant/Coordinator.
- (6) The Meetings Manager will assist staff, leadership and volunteers in accomplishing the Society's mission.