

**ISA
POSITION DESCRIPTION**

SECTION ARRANGEMENTS CHAIRMAN

Term of Office: 1 year; can be reappointed

Reports to: Section President

General Function: Planning and securing location and equipment for Section meetings.

Primary Responsibility & Duties:

1. Investigate and secure facilities and equipment for all regular Section meetings excluding the Tabletop Show and the Honors & Awards Banquet.
2. Prepare an arrangements budget
3. Make arrangements for meeting space, refreshments/dinner, AV equipment, HVAC, lights, etc.
4. Keep up with RSVP head count and invoke a telephone committee to improve head count to meet attendance targets.
5. Work with the facility's representative to insure all arrangements are confirmed and are carried out during the meetings.
6. Caretaker of Section-owned equipment.
7. Serve on the Program Committee.

Resources Available: Section Program Chairman's Guide; Section leaders and members. Computer reports showing member interests.

Time Commitment: 1 hour each week

Meeting Obligations: All Society meetings that broaden your understanding of ISA and its programming resources.

Working Relationships:

1. Other Officers and Members: Interact with all members and leaders as needed to accomplish goals.
2. Staff: Access as necessary
3. Work closely with Program Chairman.

Qualifications: Knowledgeable about ISA and its resources; willingness to serve.

Method of Appointment: Appointed by the Section president or in compliance with the Section constitution and bylaws.