

Board Member At-Large (Event Logistics)

The Event Logistics Coordinator is responsible for any chapter event details spanning registrations to evaluations, most specifically taking the lead to finalize the date, time, and location for chapter events. The Event Logistics Coordinator will collect and update the chapter registry of event and conference locations and resources, recording pertinent details like contacts, costs, and parking information. The Event Logistics Coordinator is responsible for monitoring registrations, most importantly to provide data that will inform outreach efforts as well as to coordinate creating name tags, handouts, food ordering and technology setup for chapter events. The Event Logistics Coordinator is responsible for coordinating event volunteers on the event-day including registration desk greeters to check-in and guide participants at events. The Event Logistics Coordinator will establish setup and cleanup times and volunteers. This position has a **one-year** term, and the time commitment is estimated at 3-5 hours per month.

