

Draft MAPETS General Chair Position description

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(please use track changes to make edits)

The General Chair is selected by the Executive Committee and serves for a term of two years. Position responsibilities include but are not limited to:

General:

- Delegating to the DGEs via committees various tasks to enable them to have ownership of their PETS and overseeing the completion of those tasks;
- Motivating and giving direction to the DGEs help them to have a successful MAPETS;
- Insuring that all logistics for the MAPETS event are in place;
- Overseeing all logistics during MAPETS to insure the smooth operation of the event;
- Coordinating activities with the Executive Trainer to insure that training needs are met;
- Attending PETS Alliance and updating MAPETS contact and event data on the PETS Alliance website;
- Coordinating distribution to and review of MAPETS Rules of Procedures by the planning committee;
- Coordinating MAPETS Rules of Procedure amendments

Planning Committee and Faculty Training Meetings

- Securing room arrangements; food and beverage and AV for MAPETS Planning meetings and faculty training;
- Working with Executive Trainer to prepare and send planning meeting agendas and materials to members in advance of the meetings.

MAPETS Event:

- Finalizing venue contract for 3 day MAPETS and faculty training day for 2 years starting with the second year or the chair's term and the first year of the succeeding chair's term;
- Finalizing AV contract for MAPETS;
- Securing event insurance;
- Creating the draft MAPETS budget for approval by the Executive Committee for two years
- Securing RI RIPE attendance;
- Arranging for an effective registration process and for the distribution of regular registration reports to the planning committee beginning in October;
- Arranging for a MAPETS webmaster and professional looking website presence;

- Overseeing AV contractor during MAPETS plenary sessions; assuring presence and set up of international and Rotary flags, American flag and district banners on the plenary room stage; all required plenary stage setups
- Assuring presence and set up of notebooks; projectors; screens; easels; markers in breakout and district meeting rooms;
- Assuring presence of adequate signage for venue exterior and interior and breakout rooms;
- Assuring completion of event program;
- Assuring assignment of aides for special guests;
- Assuring the production and delivery of name badges; tent cards; print event information; binders; etc. for all attendees, including PEs; AGs; Faculty; Guests; Aides; Vendors;

Post-PETS

- Conducting a thorough evaluation of successes and failures to pass on for the following year;
- Insuring that a budget audit is conducted and shared with the planning committee;
- Orienting and supporting your successor