Waterman Alumnae Group Job Descriptions – Town Hall

**Assistant Town Hall Chair**

Main responsibilities are to select speakers for next year’s Town Hall Lecture Series;

and to serve as backup to the Town Hall Chair.

May-June

· Schedule meeting with Committee (Town Hall Chair, President Elect, President, Immediate Past President).

· Review and Sort through Bios (provided by Town Hall Chair from Bob Cassidy’s

Agency).

· Select about 10-15 Bios to present to committee, trying to balance by topic and cost.

· Select speakers at meeting. Town Hall Chair will confirm dates, speakers, and cost with Bob Cassidy.

· Upon receipt of contracts from Bob Cassidy, sign and return.

May-June

· Meet with Hospitality Committee (this actually occurred in Sept/October).

August-September

· Meet with Luncheon Committee.

September

· Send Program Chair the information for the ‘Look Who’s Coming Next Season’ section of Program.

October-November

· Write four speaker bios for next year’s Brochure and Program. Majority of information from Bob Cassidy bios; can supplement with Google and Wikipedia as needed.

· Sent bios to Jane Peterson (who agreed to edit) and to Brochure Chair.

· Delivered four Photos, provided by Bob Cassidy, to Elaine Graham for use in Brochure and Program.

Additional Tasks

• Introduced speakers.

• Requested short bios from Town Hall Chair and wrote introductions by expanding bios to about 1 ½ to 2 minutes (using Bob Cassidy’s information and supplementing with Google and Wikipedia if necessary).

• Prepare two to three questions to kick off Q & A. (I asked the Board to submit questions to me– Board was very responsive.)

Duties When Town Hall Chair Cannot Attend Luncheon Meeting

• Arrive early.

• Introduce yourself to Sound Technician to test all microphones including handheld mic for Q & A, and determine where Sound Technician will be if/when needed during the lecture.

• Make sure Speaker meets Sound Technician for sound check.

• Introduce yourself to Banquet Captain.

• Make sure Flower Centerpiece is on Reserved table in front of podium.

• Make sure name cards are placed on table.

• Make sure Waterman Logo sign is on front of podium.