Waterman Alumnae Group Job Descriptions – Town Hall

**Town Hall Chair**

General:

1.Attend and generate reports as needed for Board meetings in March, June, Sept. and Nov. Attend other meetings as needed.

2.Communicate as needed with Bob Cassidy (Cassidy & Fishman, our speaker agency) and with individual speakers.

3. Coordinate as needed with Asst. TH chair and Hospitality committee to prepare for speakers’ appearances and time in Ann Arbor.

4. Write TH welcome letter for program.

Late Spring:

1. Host a meeting with TH committees members (I didn’t do this but it would have been nice to have done.)

2. Attend speaker selection meeting hosted by Asst. TH chair.

3 Attend luncheon menu meeting with event coordinator @ selected site.

4. Attend Hospitality committee meeting.

Each speaker visit:

1. Dinner night before: decide (along with Hospitality) who will attend, issue invitations, confirm week before. Attend dinner.

2. Luncheon: decide on guests and seating for head table, issue invitations, confirm week before. Confirm flower delivery week before.

3. Dinner night before: decide (along with Hospitality) who will attend, issue invitations, confirm week before. Attend dinner.

4. Day of: attach poster to podium, arrange place cards at head table. Attend sound check. Introduce speaker (or delegate.)