

WATERMAN ALUMNAE GROUP JOB DESCRIPTION

Assistant Town Hall Chair (Town Hall Business Manager)

Brief Description

The Assistant Town Hall Chair has overall responsibility, in coordination with the Town Hall Chair, for the success of the Town Hall Celebrity Lecture Series including:

- Leading the lecture selection process
- Facilitating and finalizing the contract process.
- Serving as the backup to the Town Hall Chair if that person is unable to perform any assigned duties.
- Assisting the Town Hall Chair with designated responsibilities as needed.

List of Primary Responsibilities

- Support the goals and values of the University of Michigan Waterman Alumnae Association, its executive members and board, and its strategic plan.
- Attend and assist the Town Hall Chair in generating reports for the Board meetings.
- Attend other meetings as needed.
- Lead the speaker selection process including, along with the Town Hall Chair, researching and selecting bios for review and establishing selection criteria.
- Contact selection committee and chair the selection meeting (includes President, Past President, President Elect, Town Hall Chair, Treasurer, *and optionally Membership Chair*).
- Finalize all speakers and dates with Cassidy and Fishman, Inc. and the Town Hall Chair. Confirm non-agency speakers first, if any.
- Manage the speaker contract process with agency and speakers, obtaining non-agency signatures and confirmations and the Waterman president's signature. Return signed contracts to the agency and non-agency speakers
- File a final copy of each contract and share digital copies with the Town Hall Chair, the President and the Treasurer.
- Coordinate with the Town Hall chair and Hospitality chairs to prepare for speakers' appearances and visits to Ann Arbor.
- Attend speaker dinner the night before Town Hall, assisting Town Hall Chair and Hospitality on guest list and dinner location. Hospitality will invite guests and confirm the week before.
- Luncheon: assist the Town Hall Chair and the Seating Chair to decide on guests for the head table, issue invitations, and confirm the week before.

- Confirm flower delivery the week before the Waterman event. On the day of the event place the flowers on the Registration Table, then move to the Head Table before the program. Attach poster to the podium.
- Attend the sound check with Town Hall Chair and Speaker.

Timeframe

Spring:

- Board confirms the Town Hall Chair and Assistant Town Hall Chair positions at the Waterman Membership meeting.
- Chair activates the speaker selection process with the Assistant Town Hall Chair.
- The Assistant Chair coordinates the selection meeting date and invitations, meeting place, selection criteria and format, input, and proposed dates.
- Ensures Chair contacts the venue (WCC Martin Lawrence Building) to confirm availability of proposed dates and details avoiding known conflicts.
- Ensures chair communicates speaker selections to the speaker agency, Cassidy & Fishman Inc, or other agency, and receives contracts from the agency and non-agency speakers.

Summer:

- Assistant Chair finalizes all contract details, speakers and dates Confirm non-agency speakers first, if any.
- Confirms contract details with Agency.

Fall:

- With the Town Hall Chair, the Assistant Chair announces the speaker selections for the following year at the September board meeting.
- Attend dinner the night before and confirm luncheon head table arrangements one week before each event with Hospitality and Seating.

Winter/Spring:

- Waterman members enjoy two more successful Lecture events.
- With the TH Chair, Assistant Chair completes additional materials needed for other Waterman publications.
- April-May is the suggested timeline to begin speaker selection process.

November 2025