



Experts who speak professionally

Board Position: Hospitality & Logistics Director

Purpose of Role:

There are two main objectives:

1. To work with the Programming Chair to determine special requirements for monthly guest speakers and subsequently arrange speaker needs with meeting venue.
2. To arrange with hotel functions and catering department for all monthly meeting logistics.

Major Activities:

- Confirm and book meeting space for main meeting special events.
- Arrange all Audio Visual requirements for both meetings.
- Contact programming and PR/ Marketing to advise specific room location and check guest speaker AV requirements.
- Arrange catering for main meeting and Fast Track.
- Sign and fax meeting contract to hotel and CAPS BC treasurer.
- To liaise with CAPS board regarding any special events being held by our chapter and subsequently book all meeting space, AV and catering needs.

Desired Knowledge and Skills:

- Time management
- Able to multi-task
- Competent computer skills – Word and email
- Good communication skills
- Desire to work co-operatively.