

Subject: Job Description	Initial Date: 01-02-07	
Responsibility: Director of Luncheon Programs	Date Reviewed: 02-23-07	
Approved by: SCV-CAMFT Board of Directors 03-27-09	Date Revised: 03-26-09	P&P 110—K

110—K

JOB DESCRIPTION FOR THE DIRECTOR OF LUNCHEON PROGRAMS

Specific duties:

Oversees and evaluates ongoing luncheon programs and their committees.

The Luncheon Programs Director’s duties include:

1. Attends all board meetings and the annual chapter meeting.
2. Attends board meetings prepared to debate and discuss issues at hand.
3. Regularly handles board business through email, including debate, which allows a board meeting to be mainly a voting event for issues already discussed by email.
4. Actively supports the decisions of the Board of Directors.
5. Ensures adherence to the mission and goals of the chapter.
6. Ensures adherence to chapter deadlines.
7. Recruits for committees as needed.
8. Ensures that regional luncheon committees adhere to P&P 108 -- Luncheon Speakers and Protocols (this is the timeline for the day for the luncheons, etc.).
9. Ensures that committee luncheon and workshop proposals are brought to the board for approval and recommendations, and relays board decisions to the committees.
10. Assesses and signs contracts with luncheon venues.
11. Remains aware of all venue contract expiration dates. (Contracts tend to renew with price increases, so a two-month leeway is important in order to ensure time for the board to vote on acceptability of a price increase or raising luncheon fees.)
12. Reviews and tracks luncheon fee structure for cost efficiency, and makes appropriate recommendations to the board. (Venues will typically request a 3%-5% Cost Of Living Adjustment per year.)
13. Ensures revenue/expense results from each luncheon are provided to the board at each board meeting.
14. Reviews luncheon evaluations and makes recommendations to the board. Receives board input on the focus of future presentations.
15. Ensures committees follow Policies and Procedures 114 – Luncheon Committee Guidelines. Some areas covered in the policy include: Selection of speaker topics based on feedback at luncheons using a spread sheet of the collected requests, choosing presenters, scheduling presenters, notifying the Chapter Coordinator of the schedule of presentations, compiling and sharing results of evaluations, sending thank you letters to presenters, choice and quality of venues, etc.
16. Coordinates with the Region Chairs and the Chapter Coordinator to ensure the luncheon registration materials are at the luncheon prior to the event. This includes registration sheets, CEU materials, name tags, receipt books, etc. The Director also brings the materials for the Information table and Signs for the venue.
17. Arranges and coordinates payments to luncheon venues and forwards invoices and check stubs to the CFO.
18. Coordinates with the Region Chair to have registration sheets, CEU sheets, collected monies and receipts forwarded to the Chapter Coordinator the week following the luncheon.

Santa Clara Valley Chapter - California Association of Marriage and Family Therapists (SCV-CAMFT)
Policy and Procedure Manual

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19. Transfers all material pertaining to the office to the newly elected Director of Luncheon Programs and educates the newly elected Director of Luncheon Programs as to the role of the position.

Deadline specific issues:

1. Ensure presenters are scheduled a minimum 3 months prior to a presentation date.
2. Ensure renewals of venue contracts 2 months prior to their annual expiration.
3. Ensure the timely compilation of evaluations, and that these results and thank you notes are sent to presenters in a timely manner.

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