



POSITION DESCRIPTION

Position title	Meetings Manager	
General description	Manages logistical aspects for multiple APS Conferences and works directly with the Conference Committee to implement strategies for successful events that align with the strategic goals of the Society	
Status	Full-Time, 37.5 Hours, Exempt	
Reports to (title)	Director, Meetings & Membership	
Department	Meetings Department	
Completed by	Linda Allen	Date: 6/2017

Major Duties and Responsibilities

Rank	Duty/Responsibility	Percentage of time
1	Manages and implements all details pertaining to the meeting before each event, including but not limited to: Analyzing, establishing and executing a plan of action and budgeting for multiple scientific meetings throughout the year. Aspects of meeting management include but are not limited to:	90% broken out as indicated below
	CONTRACTING: Creating requests for proposals for all vendors (conference venue, hotels, housing bureau, audio-visual, registration, general contractor, software vendors, etc.), evaluating proposals, negotiating rates and protections and awarding contracts. Scheduling and performing site inspections.	15%
	PROGRAMMING: Working directly with scientist organizer to craft, procure and execute scientific speakers and meeting content including creation of an official meeting program. Developing awards program and manage awards process.	20%
	CONFERENCE MANAGEMENT: Directing all activities and staff at each conference including but not limited to society staff, venue event staff, audio-visual staff, registration staff and general contractors. Managing all aspects of registration process including provision of meeting materials to attendees.	25%
	MARKETING: Developing content for marketing materials such as, but not limited to, a call for abstracts booklet, sponsorship brochure, abstract volume and scientific program. Working closely with the Marketing and Communications Director and associated staff to effectively promote and engage the scientific community.	10%
	BUDGETING: Working under the direction of the APS Conference Committee, establish budget benchmarks and best practices, set registration rates, monitor expenses and provide analysis. Working closely with APS Development Office to establish and secure corporate partners. Managing individual conference budgets, having authority to approve payments to vendors and speakers.	10%
	SOFTWARE MANAGEMENT: Working closely with software vendors and developers to establish efficient and secure processes for receiving abstracts, registrations and manage speakers. Creating and analyzing statistical reports to serve as metrics and benchmarks to conference success.	10%
2	Staff support, along with Director of Meetings, for annual Experimental Biology meeting.	10%



Incumbent is expected to perform other duties as assigned by the Executive Director in support of the organization’s goals and the Society’s needs.

Position titles of direct reports	# in position	# supervised by direct reports	
		Exempt	Non-exempt
	0	0	0

Knowledge & Skills	Indicate the minimum education level (or equivalent experience) required in your position.		List the skills applicable to your position and indicate the minimum proficiency required: A= Novice; B= Proficient; C=Expert		
	Check those which apply	Subject or major field of study	Skill (Specify equipment/system)	Minimum Proficiency	
		High school		Microsoft Office Suite including Powerpoint and Excel	B
		Prof/technical		Budget analysis	B
	X	College courses (Bachelor’s degree preferred, or equivalent combination of education and experience)		Contract analysis and negotiation	C
		Bachelor’s degree		Excellent writing skills	C
	X	Master’s degree	C.M.P. designation from Events Industry Council	Customer Service Skills, Flexibility Organizational Skills, Multi tasking	C C

Decisions	Give two or three examples of decisions you make or actions you may take without prior approval.	1. Obtain, analyze, negotiate and award vendor and venue contracts 2. Create, review and approve speaker reimbursements 3. Direct onsite staff and vendor contacts.
		Give two or three examples of decisions you refer to a higher authority.

Guidelines	Indicate any special policies, formal procedures, or precedents that guide your work.	APS Bylaws and Operational Guide APSCC charge as approved by Council. EIC (formerly CLC) APEX (Industry best practices guidelines including ethical issues)
		Indicate the work that requires you to apply the greatest amount of judgment.

Challenges	Briefly describe the most difficult problems you encounter and complex tasks you perform in your work.	Locating appropriate venues for successful conferences and greatest protections to the Society. Analyzing budgets to identify ways to increase non-registration income. Managing multiple conferences at one time.
		Briefly describe the work which provides the greatest opportunity to use new or different methods or innovative approaches.



	Position	Department/Organization	Purpose
APS Internal and External Relationships	Director of Membership Services and Meetings	APS Membership and Meeting Department	To provide direction and supervision to the APS Meetings Manager.
	Chair, APS Conference Committee	APS Volunteer Leadership	To provide strategic direction to Meeting Manager specific to the Society's conference program
	Organizer, APS Conference	APS Volunteer Leadership	To provides scientific content and speakers and to collaborate on conference program/design.
	Executive Director	APS Executive Office	To provide strategic direction to all Society staff.
	Director of Marketing and Communications	APS Marketing and Communications Department	To collaborate marketing strategies and develops marketing plan for successful events including print, electronic and web-based marketing endeavors.
	Director of Finance/Accountant	APS Business Office	To receive and advise about conference budget and provide fin
	Administrative Assistant	APS Membership and Meetings Department	To provide assistance to the Meetings Manager for the successful implementation of conference programs.
	Director, Information Systems	APS IT Department	To secure technology tools and solutions for conference implementation.
	Contracted Vendors	Venues, Meeting Logistics Companies, Software Vendors, etc.	To provide physical and technological elements necessary for the implementation of conferences.

Working Conditions	<p>This position requires sitting (80%), standing (5%), and walking (15%). Additional physical requirements are as follows</p> <ul style="list-style-type: none"> Requires lifting materials of approximately 20-25 lbs. May require additional heavy lifting of items over 25 lbs. while attending conferences Often requires computer responsibility which involves extensive use of keyboard, mouse and monitor.
	<p>Work Environment/Conditions:</p> <ul style="list-style-type: none"> Dayshift hours primarily Travel and other work related assignments on weekends is possible.

I have read and understand the above position description. This job description is not intended to be, and should not be construed as, an all inclusive list of responsibilities, skills, efforts or working conditions associated with the position. I understand that it does not constitute an employment contract, that my employment is at-will for an indefinite period of time, and that the organization may change wages, benefits, conditions and responsibilities at any time.

Employee Name

(Signature-Employee)

(Signature-Manager)

(Date)

(Date)