

Position Title: Speaker Coordinator(s) for Member Meetings

Term of Office: Two (2) year term as appointed by President

Responsibilities:

- I. Contact speakers for OLCA member meetings with input from membership
- II. Follow and communicate OLCA policy regarding reimbursement and honoraria in communicating to speakers.
- III. Communicate with speakers giving specifics, including map to meeting site, expense information, et cetera.
- IV. Provide meeting notice in compliance with IBLCE requirements in timely manner to Newsletter Editor for inclusion in OLCA newsletter.
- V. Prepare and present introduction for speaker at the meeting.
- VI. Make sure the speaker signs agreement to be audiotaped, if agreement is made. (Record presentation and give to Web Editor or Librarian to be available to members).
- VII. Follow up with written thank you note that may include summary of evaluations
- VIII. Coordinate with Continuing Education Coordinator, Publicity Chair, Facilities Coordinator, Treasurer and others as needed

Meeting Attendance:

1. Membership meetings
2. Board of Directors meetings