

Role description - Affiliate programming

Last Modified on 10/29/2018 4:48 pm EDT

1. Event logistics

- Follows HBA standard practices and processes for event planning and implementation
 - Event form submission and speaker agreement form
- Manages cross functional team for event planning and execution
 - With entire board to source and secure speakers
 - With board to finalize dates, venues, pricing, etc.
 - With marketing team to drive attendance
- Speaker outreach
 - Solicits speaker recommendations; interviews/vets/recommends (to board) speaker for events
 - Once selected, acts as speaker liaison through event planning process
 - Secures signed speaker agreement form
 - Ensures speaker materials are reviewed ahead of event
 - Handles speaker logistics

2. Venue/sponsor liaison

- Manages the relationship with event venue and/or sponsor throughout event planning and execution
-