

Guild Monthly Meetings Speakers Chair(s)

The Guild Monthly Meeting Speakers Chair(s) is/are appointed by the Guild Education Programs Coordinator, with the approval of the Guild President. The position is charged with enhancing outreach to Guild members and supporting educational initiatives by coordinating compelling speaker events and fostering community engagement.

Tasks

- Lead the Monthly Meeting Speakers Committee, overseeing the planning, coordination, and execution of speaker events for the Guild Monthly Meetings.
- Ensure all Guild speaker events align with the museum's mission and educational goals.
- Develop and maintain relationships with potential speakers, including historians, authors, educators, artists, and other subject matter experts.
- Coordinate logistics for Guild speaker events, including scheduling, venue setup, audiovisual requirements, and promotional activities.
- Develop and maintain a detailed speaker timeline, ensuring all agreements are met and run smoothly.
- Facilitate with the Guild Treasurer honoraria, reimbursements, and other financial transactions related to the speaker engagements.
- Establish and maintain relationships with other Guild committee partners and stakeholders to enhance event offerings and coordination.

Revised 6/20/2024