

STL-ODN

St. Louis Organization Development Network

Facilities Chair's Role Description & Responsibilities

Overview of Expectations

The STL-ODN Executive Team (ET) is responsible for providing overall leadership and strategic direction for the ongoing operation and health of the organization. The STL-ODN is run exclusively by volunteers, and ET members have a critical stewardship role. ET members are expected to act collaboratively in the achievement of the organization's goals, in alignment with the overall strategic agenda. In addition to the shared responsibility for establishing and maintaining the strategic direction of the organization, each ET role has specific responsibilities.

Role Description

The Facilities Chair is responsible for the overall management of facilities contracting and logistics for all STL-ODN programs and events, insuring attention to quality and member needs and aligned with overall event requirements.

The ET holds regular monthly meetings, and typically 2 meetings for transition and strategy planning. Assuming a match of skills and interests to our needs, preference for ET membership is given to individuals who have been active in the local OD community (members for at least 6 months, volunteers, and attendees of our events). All must be members in good standing.

Role Responsibilities

1. Attend monthly ET meetings and programs. (4 hours/month)
2. Prepare for monthly meetings, and follow up with notes and action items. (1 hours/month)

3. Negotiate and maintain contract(s) for facility and catering for monthly programs. Collaborate with the ET to determine location; Collaborate with Finance Chair on budget.
4. Manage all facility and catering needs for special programs and annual conference.
5. Provide regular reports to Finance Chair on forecasted and actual costs.
6. Obtain AV requirements for speaker(s) and order or reserve if needs vary from standard set-up.
7. Obtain RSVP numbers from Treasurer and order food/coffee from supplier for appropriate number of attendees.
8. Arrange for delivery of food/coffee from supplier. (30 minutes/month)
9. Ensure room clean-up following meeting, including return of equipment to supplier if necessary. (30 minutes/month)
10. Supply a stock of paper products & supplies for meetings if required.