

Iowa Consultant Dietitians in Health Care Facilities Job Description

Title: Event Coordinator

Elected/Appointed: Appointed by the ICD-HCF Board

Term of Office: Three Years

Voting Position: No

Prerequisite: Experience in meeting and event-planning preferred

Term:

A three-year commitment is expected when appointed to promote continuity and efficiency from year to year.

Duties and Responsibilities:

- a. Plan and oversee any large or small group events for the membership..
 1. Solicit the assistance of a group of volunteers to assist in the planning of events as noted above if needed.
 2. Plan and coordinate the continuing education based on the needs expressed by the membership.
 3. Plan and coordinate the logistics and catering required.
 4. Plan and coordinate speakers, vendors, and related meeting items.
 5. Develop and implement a plan for marketing the meeting throughout the state.
 6. Follow a timeline to meet established deadlines.
 7. Communicate appreciation for the speakers
 8. Review historical data related to meeting attendance and speaker popularity.
- b. The Event Planner Coordinator will report to the Board the progress of the planning of the meeting to Board and Council on a regular basis
- c. The Event Planner Coordinator should obtain approval of the Board and Council in the following areas:
 - Meeting management arrangements/ fees
 - Speaker fees
 - Meeting budget
 - Significant changes in meeting venue or speakers
 - Meeting promotion materials.
- d. Submit the financial outcome of the meeting to the Board of Directors for review, as well as the meeting evaluations
- e. Perform such other duties may be designated by the Board of Directors.

Knowledge, Skills, and Abilities

Experience as a consultant dietitian preferred

Current membership in the Iowa Consultant Dietitians in Health Care Facilities (ICD-HCF).

Maintains dietetic registration, American Dietetic Association membership, and licensure in the State of Iowa.

Knowledgeable of current practice issues that are important to the membership

Outstanding public relations skills in working with members, vendors and speakers

Excellent time-management skills

ICD-HCF Responsibilities:

Mileage will be paid to and from bi-annual meetings, as well as lodging

An annual stipend to FNCE, as determined by the ICD-HCF Board will be provided.

ICD-HCF Board and Council will provide support to the event planner as needed and provide appropriate and timely feedback as requests are submitted.

ICD-HCF Board and Council will assist in soliciting volunteers for various meeting duties as requested.

Historical data related to meeting planning, sample timelines, event planning guides and key contact information will be provided to each new appointee.