

## 2022 Boston Local Steering Committee Position Descriptions

- **Secretary**

The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet LMA requirements and to enable authorized persons to determine when, how, and by whom LSC business is conducted. The Secretary records accurate minutes of meetings and submits reports to the LMANE Regional Board. The Secretary is also responsible for recording and preserving LSC processes and protocols. This is a one year term.

- **Member-at-Large, Programming Chair**

The Programming Chair is responsible for organizing educational and networking events, including selection of meeting location, topics, speakers, logistics, program descriptions, program evaluations, and speaker travel and accommodation coordination. The Programming Chair will form a local committee to assist in execution. This is a one year term.

- **Member-at-Large, Membership Engagement Chair**

The Membership Engagement Chair is responsible for delivering a superior membership experience to all Boston members. The Chair will develop a plan to retain and engage existing members and encourage new ones. The Chair will form a local committee to assist in execution. This is a one year term.

- **Member-at-Large, Sponsorship Development & Fulfillment Chair**

The Sponsorship Development & Fulfillment Chair works with the Sponsorship Development & Fulfillment Regional Working Group (RWG) to obtain sponsors to support LMANE initiatives and events. The Chair works with each sponsor during their sponsored event to ensure that the sponsor receives all sponsor benefits. This is a one year term.

- **Member-at-Large, Marketing & Communications Chair**

The MarCom Chair works with the LMANE MarCom RWG regarding all Boston communications related to programming, announcements, and annual ballots. The MarCom Liaison will be responsible for ensuring that Boston information is posted to the website and shared via email. The MarCom Liaison will also manage Boston's social media posts and contribute to other MarCom RWG efforts. This is a one year term.