

JOB DESCRIPTION

POSITION TITLE:	Meeting Co-ordinator
RESPONSIBLE TO:	President Wellington AAPNZ Group
COORDINATES WITH:	Other Group Management Team Members Wellington Group Members & potential members
PURPOSE OF POSITION:	Provide Administrative Support to AAPNZ Wellington Group Meetings
ACCOUNTABLE FOR ACHIEVING THE FOLLOWING OBJECTIVES:	<ol style="list-style-type: none">1 The effective and efficient maintenance of the replies for Group Meetings.2 The provision of timely and accurate statistical records on Member attendance at monthly group meetings.3. Liaising with venue hosts and ensures that there is suitable catering for the meeting.
TASKS:	<ol style="list-style-type: none">1. Make contact with the venue hosts and arrange the meeting room layout (furniture/equipment) and that there is appropriate catering.2. Maintain replies for group meetings and provide an up-to-date list of attendees for the registration desk.3. Organise name tags for attendees and produce labels for visitors and guests.4. Assist on the registration desk at group meetings.5. Update statistical records of member attendees at monthly meetings and provide an accurate record to other group management team members in a timely manner.6. Attend monthly Group Management Team meetings.
PERSON SPECIFICATION:	<ol style="list-style-type: none">1. Five hours per month.2. Possess a working knowledge of MS Excel, MS Word & an E-mail based system.3. A sense of humour and lots of smiles☺