

Director of Speaker Duties

The Director of Speakers is expected to be on all Conference Calls and Face-to-Face Meetings.

1. Find speakers for the Conference each year whose topics are timely for payroll professionals and will qualify for RCH approval. This will include obtaining 1 speaker from National APA by submitting their speaker request form. The number and type of speakers is based on the timeline approved by the Board.
2. Obtain RCH approval of topics from APA National to determine the number of credits attendees will receive
3. Request from each speaker the Title of their topic, along with a brief description. Also request a bio and photo. This information will be used in the agenda, registration and website.
4. Request audio/visual needs from speakers and communicate with Hotel Director these needs for the Hotel Contract. NOTE: Audio/Visual needs beyond the norm, must be approved.
5. Request speaker presentations prior to the conference to be uploaded to the website for attendees to download prior to the conference. The presentations must be in pdf format and forwarded to the Director of Information for posting and notifying the attendees.
6. Reminder email to speakers a couple of weeks prior to the conference of date, time, location and verify any additional needs.
7. Provide list of speakers and company names to Information/Registration Director for badges.
8. Provide the number of credit hours for any speaker with a certification to the Secretary to prepare the speaker's RCH Certificate
9. Provide list of committee volunteers to the Executive Director for the attendee binder.
10. Provide audio/visual needs and setup in each break out room to the Hotel Director. Ensure that laptops have the presentations loaded on the desktops.
11. Provide speaker gifts with thank you note to be distributed by room monitors at the end of each session presentation.
12. Create speaker evaluation forms for binders
13. Create a committee of room monitors for each break out session and provide instructions that include

the following:

- a. Available for any needs the speaker may have
 - b. Introduce the speaker (provide the bio and topic description to each room monitor)
 - c. Thank the speaker and present gift at the end of their presentation
 - d. Request attendees complete the speaker evaluation and turn into the room monitor before leaving the session
 - e. Room monitor will return the evaluations to the registration/information desk
14. Create the information needed for the signage with the day, time and session name for each breakout room. Submit this to the Executive Director for the signage creation and printing.
15. After the conference, total speaker evaluations and send results along with thank you email to each speaker. Scan and retain evaluations.
16. Maintain speaker database
17. Collect and total any main session speaker and topic evaluation information from the overall evaluation and send a thank you email with the results of their presentation

The Speaker Director is expected to attend all Board meetings and conference calls, which are held monthly with the exception of the last 4 to 6 weeks prior to the Statewide conference which may be more frequent.

Also, the Speaker Director must be willing to travel within the state of TN 1 or 2 times per year for Face to Face Board Meetings? (Travel cost is covered by the Board). NOTE: If the Board decides to hold the meeting via conference call, the Director must be available.

The Speaker Director must also be able to attend the annual TN Statewide Payroll Conference annually.

The Speaker Director must have access to a computer, laptop, smartphone or other electronic device that can be used for communication with the Board members during the daytime, evenings, and weekends as needed.

The Director of Speakers shall have one (1) vote in all TSWB Board matters.