

Seminole Region Chairperson Job Descriptions

Professional Development Chair

Chair –

Assistant Chair –

Reports to: Regional Directors and coordination responsibilities with the Chapter Coordinator

Job Description:

- Submits list of potential educational speakers to Managing Director ensuring that the speakers address necessary competency areas covered by the CCM exam, and for CMI approved continuing education.
- Provides Chapter Coordinator with locations, dates and times for meetings. Locations, dates and times should be varied and comply with the strategic plans. (See Cornerstone Member Engagement Study 2014 and Global Golf Advisors 2015).
- Works with Chapter Coordinator to ensure the appropriate and necessary advance publicity of each educational opportunity is provided to Regional members (early and often).
- Works with the Chapter Coordinator to ensure that accurate and appropriate attendance records are kept for each educational workshop and that these records are appropriately delivered to FLCMAA headquarters and National CMAA.
- Arrange Club Tours for Mid- Managers varying type of club (Golf, Yacht, Country, Beach, Etc)
- Submits report to Regional Directors and Chapter Coordinator one week prior to Regional Business Meetings. Presents report verbally at each Regional Business Meeting.
- Performs various tasks and duties as requested from time to time by the Regional Directors

Action Plan:

1. Provide list of Speakers to Managing Director and Chapter Coordinator by January 1, 2016.
2. Provide list of locations for Speakers to Managing Director and Chapter Coordinator by January 1, 2065.
3. Provide List of Clubs for Mid Management Tours to Managing Director and Chapter Coordinator by January 1, 2016.
 - a. Mid Managers will have priority of attendance.
 - b. Tours will consist of Club GM providing information about his/her operation while touring the facility.
 - c. Tours to be booked in the afternoon from 3:00 to 5:00 p.m.
 - d. A snack and a beverage is fine, but no other F&B
4. Work with Chapter Coordinator to develop an Educational Brochure to send to all Regional Members.

Membership Chair

Chair -

Assistant Chair –

Reports to: Regional Directors and coordination responsibilities with the Chapter Coordinator

Job Description:

- Develops with Chapter Coordinator a welcome packet for all new regional members and ensures delivery in timely manner.
- Works with Chapter Coordinator to develop a list to identify potential new members either from non-participating clubs or additional members from existing member clubs.
- Contacts all new Seminole Region members to welcome them to the region.
- Works with Chapter Coordinator and Regional Directors to plan welcome receptions.
- Works with Chapter Coordinator and Regional Directors to plan various regional social events to include: Member Member Golf Tournament and Season Ending Party.
- Submits report to Regional Directors and Chapter Coordinator one week prior to Regional Business Meetings. Presents report verbally at each Regional Business Meeting.
- Performs various tasks and duties as requested from time to time by the Regional Directors.

Action Plan:

1. Develop “Welcome Packet” for all new members by November 1, 2015.
2. Provide list of locations and dates for Welcome Receptions by January 1, 2016.
3. Provide dates and locations for Member Member Golf Tournament and Season Ending party by March 1, 2016.

Student Development Chair

Chair -

Assistant Chair –

Reports to: Regional Directors and coordination responsibilities with the Chapter Coordinator

Job Description:

- Develops relationships with local universities and student chapters of CMAA within the region.
- Works with student faculty advisors/professors and local managers to arrange for local club tours to benefit and promote the club management industry in the region.
- Represent Seminole Region FLCMAA at Career Day or Job Fair programs at area high schools and universities. Serve as a mentor to students interested in pursuing a career in club management.
- Will ensure that regional funds are available to assist Student Chapters with various endeavors related to the club industry. Will work with Student Chapters/Advisors/Professors to coordinate student volunteers for Regional and State meetings as well as World Conference.
- Submits report to Regional Directors and Chapter Coordinator one week prior to Regional Business Meetings. Presents report verbally at each Regional Business Meeting.
- Performs various tasks and duties as requested from time to time by the Regional Directors.

Action Plan:

1. Present list of colleges and universities in region with hospitality programs.
 - a. List to include:
 - i. Name of College or University
 - ii. Name of Advisor/Professor
 - iii. Student Chapter – Yes or No
 1. If no, how can we help establish?
 2. If yes, Student Chapter Presidents Name
2. Provide list of Clubs and Dates for Student Tours by January 1, 2016
 - a. Cross reference with Professional Development Chair
 - b. Tours will consist of Club GM providing information about his/her operation while touring the facility.
 - c. Tours to be booked in the afternoon from 3:00 to 5:00 p.m.
 - d. A snack and a beverage is fine, but no other F&B
3. Provide list of upcoming Career Day/Job Fairs at local high schools, colleges and universities by January 1, 2016.