



North Carolina Association of Blood Bankers

Job Description

Title: Local Arrangements

Term: 2 years
Elected by general membership
Has voting rights

Job Summary

1. Attend at least two board meetings per year, usually held once per quarter. If unable to attend a board meeting, notify president of any updates that need to be presented to the board.
2. In cooperation with the President/ President-Elect, scout locations for Annual Meeting:
 - a. Assist in reporting potential meeting locations to board.
3. Coordinate the contract with the Annual Meeting location.
4. Act as a liaison between the hotel staff and NCABB during the Annual Meeting:
 - a. Communicate meeting agenda and number of attendees.
 - b. Coordinate food and drinks for meals, breaks, and vendor reception.
5. Assist Vendor Chair as requested.
6. Attend the general business meeting during the Annual Meeting.
7. Mentor next local arrangements board member through beginning of next hotel contract.
8. If unable to meet these expectations, local arrangements shall notify the president so that an alternate member may be selected.