



POSITION DESCRIPTION

Title: Assistant Meeting Planner (vacant)

Reports to: Director of Meeting Services

Scope of Responsibilities

Responsible for supporting the functions of the Meeting Services Department as well as all aspects of meeting planning functions for assigned continuing education seminars and related Society events. The Assistant Meeting Planner serves as a staff liaison for support of the following committees that fall under the Vice-President, Professional Education: Ratemaking Seminar, Professional Education Policy, Appointed Actuary Seminar, and Professionalism Education.

Basic Duties

1. Coordinate the site selection and contract negotiation process with hotels/meeting facilities (for Executive Director approval) for all assigned seminars and events, making necessary logistical arrangements.
2. Support contract negotiation process with hotels/meeting facilities for all assigned events, making all necessary arrangements for meetings, lodging, meals, entertainment, etc.
3. Develop plans to handle meeting room and all other logistical needs consistent with the program content and attendance for assigned events.
4. Support budget creation process for all assigned events for input to the annual CAS budget. Coordinate with Director of Meeting Services as appropriate for consistent planning factors.
5. Attend assigned meetings, seminars, Courses on Professionalism, and other meetings to support onsite logistics.
6. Provide staff support for assigned committees to include input to programs, logistics, etc. Coordinate the creation of announcements, preparation and distribution of minutes and speaker correspondence, and respond to other administrative tasks as assigned by the committee chairperson while ensuring plans are progressing within time and budget constraints.
7. Mail informational letter to speakers prior to each assigned event, to include agenda, required materials, shipping information, expense reimbursement procedures, etc.
8. Work with designated committees and internal marketing committee to produce and implement the marketing plans for assigned events, to include registration materials.
9. For all assigned events, review and approve hotel bills and other meeting planning invoices.
10. For assigned events complete all administrative meeting services tasks, including:
 - a. Field and respond to inquiries for Meeting Services Department
 - b. Oversee registrations into CAS database
 - c. Prepare name badges, tickets, attendee lists, and reports as required
 - d. Assemble and coordinate mailing of event materials as required, including all onsite materials
 - e. Create evaluation forms and compile results and reports
 - f. Issue invoices for balances due
 - g. Prepare reproduction and mailing forecasts for the Operations Assistant to facilitate mailroom support for the event
 - h. Maintain files for assigned events and General Meeting Services Department files
 - i. Research and recommend speaker gifts for assigned events

11. Ensure that all necessary information for all assigned events is posted on the CAS Web Site. This includes the preliminary programs with registration information, links to local CVB and/or hotel or resort, attendance lists, handouts, etc.
12. Post announcements of CAS events on 1) the CAS Online Calendar, and 2) the IAA “International CE Calendar”
13. Plan and support the following events:
 - a. Seminar on Ratemaking
 - b. Course on Professionalism
 - c. Limited Attendance Seminars
 - d. Online Courses
 - e. Internal Committee Meetings
 - f. Exam Graders
 - g. Other meetings as assigned
14. Maintain hotel room pick-up history and contract milestone calendar.
15. Maintain and distribute periodic attendance figures and room block fulfillment to Executive Director, VP-Professional Education, Meeting Services Department, and event planning committee for assigned events.
16. Maintain inventory of supplies and materials to support the Meeting Services Department, including the inventory of speaker gifts & giveaways.
17. Assist Director of Meeting Services and Meeting Planner as dictated by cyclical workload; assist other operating areas of the CAS Office as needed.
18. Complete special projects as requested by supported committees, Executive Director, Director of Meeting Services, or Meeting Planner.

Qualifications

The successful candidate will possess:

- Bachelor’s degree from an accredited college or university;
- 1-3 years of association meeting planning experience; staffing onsite meetings/special events and working with volunteer committees preferred;
- effective communication and strong organizational skills; and
- the ability to handle multiple tasks simultaneously.

The Assistant Meeting Planner must have strong written and verbal communication skills with acute attention to detail, and participation in professional education programs within the meetings industry a plus. Position available immediately.

Computer Skills: Microsoft Office Suite proficiency and familiarity with database management applications required; exceptional aptitude in Excel a plus.

Measure of Accountability

Meeting/seminar planning committees and assigned meeting/seminars receive effective and responsive staff support. Facilities selected meet the needs of the assigned meeting/seminars and the attendees. Assigned meeting/seminars conducted in cost-effective manner and within budgets. Registrations, evaluations and other administrative tasks accomplished effectively. Negotiation of favorable contract terms for assigned meetings/seminars. Streamline internal processes, provide recommendations, and implement cohesive organization within Department. Special projects completed within criteria. Continuation of professional development.