



Director, Event & Hospitality

Position Description

The Director, Event & Hospitality is elected by the AMUG members and serves on the Board of Directors for two years. The Director, Event & Hospitality is a primary, external liaison from the Board of Directors to facilitate and coordinate the logistics of the annual AMUG Conference.

Primary responsibilities of the Director, Event & Hospitality include, but are not limited to:

- Hospitality:
 - Ensure members attending the AMUG Conference, or any AMUG-approved event, experiences the true hospitality that the AMUG organization has developed, cultivated, and continues to expand as a brand unmatched by other industry events.
 - Plans, executes, and delivers the best possible experiences for attendees through coordinated efforts with the hotel management and conference vendors and contractors.
- Event Production and On-Site Conference Management:
 - Responsible for presenting venue selection for Board approval (in coordination with the Event Management Consultant - 'EMC' contractor) of the AMUG Conference regarding location, size, capacity for the conference and related activities.
 - Works with the Director, Education & Conference to understand and implement and facilitate a forum for vendors, along with users, to develop applications and best practices of AM equipment, AM materials, ancillary equipment/processes, and complementary software.
 - Responsible for the physical attributes of the AMUG Conference, such as room rates, food & beverage, etc.
 - At the Conference, the Director, Event & Hospitality has the authority to act on behalf of the AMUG Board of Directors to remove or ban individuals or companies that break the law, or do not abide by the AMUG Conference Terms and Conditions.
- Budgets and Contracts:
 - Manage budgets for AMUG Conference and related events, including tracking, forecasting, and reporting;
 - Director, Event & Hospitality works with the Treasurer throughout the fiscal year to build, maintain, and monitor a well-defined budget for the AMUG Conference.
 - Director, Event & Hospitality reviews the contracts and bills related to the AMUG Conference and related activities with the Treasurer;
 - Director, Event & Hospitality works with the Treasurer to resolve any discrepancies with vendors and contractors.
 - Contracts and Negotiations (multi-year process);
 - Manage all contracts, logistics and negotiations as it relates to the AMUG Conference and related events;
 - Negotiate and sign contract with the conference hotel(s);
- Provide AMUG Newsletter content as required.
- Provide Director, Event & Hospitality updates, and reports to the Board of Directors.
- Committee Participation:
 - Chairs the Event and Hospitality Committee;
 - Serves on the Expo committee and acts as Board liaison;
 - Interfaces with other committees, as necessary.

Expectations

- Actively support the Objectives and Purposes of the Corporation as outlined in Article 2, Section 1 of the AMUG Bylaws.
- Knowledgeable of Roberts Rules of Order.
- Attend AMUG Board of Directors meetings.
- Attend AMUG Committee Chair meetings.
- Attend the annual AMUG Conference.
- Attend the AMUG Business Meeting at the AMUG Conference.
- Attend the annual Meeting of the Board of Directors.
- Assist in transition of duties to the Director, Event & Hospitality-elect.
- While financial management is the primary focus of the Treasurer, the entire AMUG Board shares the responsibility of financial oversight and accountability.

Time Commitment (minimum)

- Board of Director meetings – 1 hour @ 2/month
- Committee Chair meeting – 1 hour/month
- Annual Board meeting – 4 days/year (Travel required)
- Committee meetings - Chairs one committee, liaison to one committee, meeting frequency as needed to meet objectives.
- Note: Meetings will generate action items that will require additional time



DIRECTOR, EVENT & HOSPITALITY JOB DESCRIPTION

AMUG Board of Directors

Term

- Director, Event & Hospitality position is a minimum of two years.
- No limitation on the number of terms.

Qualification

AMUG Member in good standing as outlined in the AMUG Bylaws, Article 12, Members.

No position, except the Treasurer, may be held by the same person or employees of the same company, or employees of affiliates of the same company at time of election or appointment. In addition, the Treasurer and Director at Large may not be from the same company or affiliate due to financial responsibilities.

Experience

Demonstrated active support of AMUG's mission, philosophy, objectives and purpose.

Director, Event & Hospitality position does not provide an automatic ascension to any Board of Director position.

Additional Information for the Director, Event and Hospitality

The Director, Event and Hospitality is responsible for managing the Event Management Consultant 'EMC' (contractor) within the scope and expectations for the AMUG event.

- The EMC duties include but are not limited to:
 - Assist in conference site selection;
 - Hotel room negotiations (quantity, rates, etc.);
 - Food and beverage menu and pricing;
 - Off-site events;
 - Entertainment at the AMUG Conference and off-site events;
 - Contracting digital media vendors (Photographer, Videographer, Audio/Visual etc.);
 - Security for the conference;
 - Present options to the Director, Event and Hospitality for the Board of Directors consideration and approval.
 - Additional responsibilities based on EMC contract.

Revision History

Amended 10/20/2022, AMUG Board of Directors

Amended 07/20/2023, AMUG Board of Directors