

Director of Education Process

1. Find a speaker whose topic is payroll related so it will pass the RCH approval process. I have provided a list of popular topics. I recommend polling the chapter and maybe see if you can get a committee to assist. Only once a year we do pay for speakers unless approved by the President. There is typically 2 half day seminars and the TN Statewide Conference you will be responsible for speakers every other year.

The topic cannot have been presented to the chapter in the past 2 years. I have provided a list of topics that have been presented.

2. You will need to send in the RCH approval form to determine the number of credits and if they are approved. That is included in these instructions
3. You will want to get a Title for the topic, a brief description of the topic and the speakers' bio.
4. The Director of Events should send an invitation to the Nashville Business Journal at nashville@bizjournals.com and the Nashville Tennessean at people@tennessean.com. The Nashville Business Journal needs approximately 3 weeks notice, the Tennessean only 1 week. I usually set up my outlook to prompt me to send these the first week of each month for that month. I also send a copy of this to the officers. The Director of Events will then send an invitation to the chapter. Sample invitation to the paper included.
5. I follow up with the speaker a couple of weeks before they are to speak to confirm we are still on. Again I create an outlook reminder to follow up
6. Confirm any audio/visual needs the week prior to the lunch. If you need me to continue to provide the projector, I will need to know in advance. We usually get the presenter to email the presentation and we preloaded on our laptop so it can be tested prior. If you need screen, lavalier, etc., you will need to let the President Elect know so these can be available at the lunch.
7. At each meeting take notes on the speaker presentation and write up a small article for PaySmart. If you are not going to be in attendance ask someone else to do this for you.
8. Remind those attending the Chapter Meeting to go on-line to complete the Speaker Evaluation. Also, send an email when you return to the office and again the following Monday as a reminder.

9. Bring speaker gift to present
10. Introduce the speaker with their bio and then thank them at the end with the gift
11. After luncheon total the responses from the evaluations and send to the officers. Also include a copy with a thank you letter to the speaker. Sample provided.
12. Get approval from the speaker to post their presentation on the website and if so, send to apanash@comcast.net.
13. Keep evaluations, totaled evaluation form, rch approval, and thank you letter in a binder.
14. Maintain the topics presented list provided
15. Might also make yourself notes about each because you will have to chose the best topic and why you think so for the COTY.
16. I also keep copies of the speaker information for future reference