

MD/DC APT Training Coordinator Description



- Seek out presenters for Fall (November) and Spring (May) Trainings
 - (Keep in mind the new gold branch point system 6-12 Hours=10 points; 13-20 Hours= 20 points; 21+ Hours = 30 points)
- Seek out co-sponsorship opportunities/trainings throughout the year
- Send blank proposal to Potential Presenter(s)
- Collect Bio, Resume, and learning objectives, agenda from Presenter(s); Email to Board
- Send completed proposal to Board Members for input and decision to hire
- Negotiate cost, date, and other presentation suggestions from Board w/ Presenter
- Check to see if conference space at BCCRSC is open.
 - Consult with Board to book space and request check from Treasurer
- Finalize presentation contract including presenter and training coordinator signatures
- Create registration flyer, landing page, fees etc. on Constant Contact
- Send PDF of Flyer to NIRE for approval
 - Make suggested revisions and provide requested records in timely, professional fashion
 - Once approved by NIRE, open registration on Constant Contact
- Track refunds, credits, or cancellations for trainings
- Update Constant Contact email list regularly by adding new APT members
- Send biweekly registration reminder emails on Fridays to email list of registrants
- Monitor and communicate # of registrants to Board
- Confirm Board Member attendance at trainings, remind to share training info with colleagues and delegate tasks to be completed day of training
- Respond to presenter emails/calls with # of participants and other details
- Collect donations from vendors for raffles (*collaborate with Board members*)
- Ensure that meeting room is set up with refreshments, requested amenities and appropriate AV equipment
- Create registration list, make copies of slides or email then out to attendees at least 2 days before training; Make copies of evaluations and CE certificates from NIRE to bring to training
- Bring Thank you card and check to training for Presenter (acquire from Treasurer)
- Keep copy of training flier and registration list for President's Archives
- Inform Treasurer of total number of registrants in attendance at training for NIRE check
- Send evaluations, registration list, and check to NIRE ASAP following training