

Seminar Director Duties

Seminar Director

The Seminar Director is responsible to inform all members of all LeTip International Seminars. This entails properly filling out reservation forms, collecting payment from the Treasurer and mailing forms and payment to the Regional Director.

1. Distribute LeTip seminar flyers

These forms will be sent directly to the Seminar Director, also the President, Vice-President, and Treasurer. The Seminar Director makes sure all appropriate Board Members have received a copy.

2. Announce seminar schedules

Apprise the membership and the Board when the following seminars are scheduled and are approaching:

- **Network Training Seminars**
- **Spring Seminar for all Board Members: President, Vice-President, Treasurer, Secretary, TipMaster, Membership Chair, Past President**
- **Fall Seminar for all Board Members: President, Vice-President, Treasurer, Secretary, TipMaster, Membership Chair, Past President**
- **Other Seminars offered by LeTip International**

4. Encourage the full Board of Directors to attend the twice yearly Board Seminars

LeTip Board of Director Seminars are a serious commitment for both LeTip Chapter Board Members and LeTip Regional staff. These seminars, and the extensive materials provided to educate the chapter, are created expressly to train Board Members how to build a truly dynamic chapter. The benefits of these seminars can mean the difference between failure and success. With LeTip professionals leading the training

and a dedicated Board willing to follow through, a weak group will turn into a healthy, growing, lead-generating chapter. For this reason, attendance by Board Members is required. If any chapter's Board is not represented, another member must attend in their place.

3. Coordinate details for attendees.

- a. Sign up members who are to attend each seminar. Make sure new Members attend an NTS within the first 60 days of joining.
- b. Be sure members know date, time, location, etc.
- c. Collect money from the Treasurer.
- d. Send reservation form and chapter check (or chapter credit card information) to your Regional Director no later than two weeks prior to the scheduled seminar.

4. Give a report each week

The Seminar Director reports each week and updates the chapter on upcoming training seminars. Additional copies are made and passed out to the members. This is especially important for NTS training.

