

**Florida Biomedical Society**

**Symposium Director**

**Job Description**

Appointed by President with consent of the Board – nonvoting member of FBS Board

**Purpose:** The purpose of the Florida Biomedical Society’s Symposium Director is to provide planning, support and coordination of the FBS annual symposium.

**Term of Service:** One Year Appointment,beginning at start of calendar year and concludes on December 31st of that year, renewable at the Discretion FBS President and with the consent of FBS board of Directors.

**Reports to:** FBS President and Board of Directors

**Qualifications, Knowledge, Skills, Abilities:**

1. Shall be a member of FBS in good standing
2. Provide appropriate appearance and demeanor
3. Excellent organizational skills
4. Demonstrate proven marketing and sales skills
5. Self-motivated and able to work without supervision
6. Demonstrate ability to collaborate with a diverse team
7. Basic Project Management skills
8. Good Microsoft Office or equivalent knowledge

**Duties and Responsibilities:**

1. Preside over the Education/Seminars (Symposium) Committee.
2. Conduct site searches and site inspections (when necessary) for the FBS Symposium.
3. Will negotiate contracts and make bill arrangements with meeting and symposium facilities.
4. Identify and coordinate with support vendors (e.g., pipe and drape, food and beverage and logistics) when appropriate, including the following tasks: provide support vendors with appropriate specifications, obtain bids, negotiate contracts, and coordinates their activities throughout the symposium event planning process.
5. Coordinate with the meeting facilities to ensure the appropriate meeting space is made available.
6. Review and approve all banquet and symposium event orders.
7. Initiate payment, review and tracking of symposium related invoices.
8. Serve as primary contact to meeting facility staff and FBS staff/board on issues related to the symposium event logistics.
9. Oversee and assist with the development of symposium materials (e.g., welcome packets, name badges, signage and symposium agenda)
10. Attend FBS Symposium and serve as the onsite event logistical coordinator and contact for facility and support vendors.
11. Collaborate on planning and development of marketing and sales material for the symposium.
12. Collaborate with FBS Education Director and Education/Seminars (Symposium) Committee to insure appropriate space for educational event(s) at the symposium
13. Prepare and provide timely and appropriate budget and progress reports on symposium activities to the FBS President and Board of Directors.
14. Maintain good standing status and attendance required by the Bylaws of FBS
15. Perform other duties as assigned by FBS Board of Directors

Approved By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_