

For the AMATYC Website:

## **Webinar Coordinator Description, Duties, and Qualifications**

The complete list of qualifications and duties for the Webinar Coordinator Position is below. Applicants should submit a letter of interest, current resume, and letter of support from their supervisor using the online form by **Friday, March 1, 2019**.

### **11.1.5 Webinar Coordinator**

#### **Description**

The Webinar Coordinator works closely with the AMATYC Professional Development Coordinator, the Professional Development Committee, the Office, and the Executive Board to coordinate the AMATYC Webinar Series, a professional development opportunity for all AMATYC members, and serves as an *ex officio* member of the Professional Development Committee.

#### **Appointment Process**

The Webinar Development Coordinator is recommended by the President and appointed by the Executive Board.

#### **Term of Office**

The term length is three years. The starting date of each term is January 1 and the end date is December 31. The term limit is three consecutive terms; exceptions may be granted by the Executive Board to waive the term limit for extenuating circumstances by a 2/3 vote of the Executive Board.

#### **Qualifications**

1. AMATYC member with a Regular or Life membership.
2. Proficient written and verbal communication skills.
3. Proficient technology skills and access to fast and reliable Internet service.
4. Well organized with webinar experience.
5. Ability to plan and coordinate a schedule for future webinars.
6. Ability to respond to requests for webinars promptly.
7. Ability to work with colleagues and to provide leadership and vision.
8. Ability to take direction from and work with others cooperatively.
9. Experience promoting and marketing educational programs and activities.

10. Experience collaborating with educational organizations and corporate entities.

### **Duties**

1. Serve as an *ex officio* member of the Professional Development Committee.
2. Work with the Professional Development Coordinator to identify and recruit webinar speakers. Maintain regular contact with the AMATYC Office regarding webinars, including providing the Office with information for e-mail blasts before each webinar.
3. Review and evaluate existing webinar procedures.
4. Work with the Professional Development Committee, Conference Committee, Academic Committee Chairs, and ANet Leaders, to identify and recruit webinar facilitators.
5. Update the training materials for webinar presenters and assist in making sure the webinar presenters are properly trained. Hold a practice session with webinar presenters before each webinar.
6. Ensure that all AMATYC webinars are moderated, including introducing the webinar speaker, engaging participants throughout the webinar, and working with the webinar speaker to conduct polls.
7. Compile survey data after each webinar and send out certificates of participation to attendees.
8. Make recommendations to the Professional Development Coordinator concerning any software and applications that AMATYC should acquire to conduct future webinars.
9. Assist AMATYC's efforts to provide members with access to professional development information and to archive past webinars.
10. Provide the AMATYC Website Coordinator with updated information on past, current and future webinars, including ensuring that the webinars page on the AMATYC website is updated and all webinars are archived properly.
11. Meet with the Professional Development Coordinator at the annual conference.
12. Communicate regularly with the Executive Board liaison.
13. Submit a written Executive Board report twice annually (2/15 and 9/15) to the Executive Board liaison using the format provided by the Executive Board.
14. Perform other duties necessary to conduct successful webinars.

### **Additional Webinar Information**

1. All webinars need not necessarily have a sponsoring committee.
2. All webinar speakers will be offered a stipend that comes from the webinar budget; it is the speaker's decision to decline the honorarium. If a webinar has more than one speaker, the standard honorarium will be split among the speakers.
3. The Webinar Coordinator will serve as the liaison between the speaker and the sponsoring committee, if applicable.