

COUNCIL SERVICES DIRECTORS

Facilities Director

The State Council Facilities Director coordinates the logistics of council meetings, which involves execution of the venue contract regarding lodging, food and beverage, and audio-visual equipment needs. He/she coordinates meeting attendance and RSVPs in conjunction with the State Council Secretary. The incumbent plans meals and refreshments within contracted minimums through the BEO process, makes arrangements for the Executive Committee in terms of hotel reservations and other logistics, and reviews master billing post-event for accuracy prior to submission for payment.