

Leadership Montgomery County

Job Description

LMC Session Director

It is the charge of the LMC Session Director to assemble the program for the day which might consist of a group of speakers and activities that will provide an overview of the topic to be covered at his/her chosen session of Leadership Montgomery County. A theme for the day may be used if desired. The focus should be on presenting the topic as it relates to Montgomery County as a whole. ***The Session Director should try to present all aspects of Montgomery County representing North, South, East, and West County. While it is not necessary to have a speaker from all segments of Montgomery County for every agenda topic, the Session Director should use careful consideration to ensure that the entire County is represented at some time throughout the day.***

It is the responsibility of the Session Director to put together a Draft Agenda to present to the LMC Board of Directors for approval at its regularly scheduled board meeting approximately two (2) months prior to the scheduled session.

The Session Director is responsible for seeing that all speakers are contacted and site visits arranged. He/she is also responsible for ascertaining if there is an audio/visual or other special equipment needed.

The Session Director serves as Master of Ceremonies for the Day and introduces each segment of the program or makes arrangements for others to handle introductions.

Approximately five (5) weeks prior to the session date, the following are to be ready for copying for the class packets:

- Introduction letter from Session Director
- Final Agenda for the Day
- Map to Site of Session
- Bio on each speaker
- List of names & addresses of each speaker

Session Director is assisted by the LMC Board Representative in planning the day and by the President/Coordinator with logistics, food, details, and other help as needed.