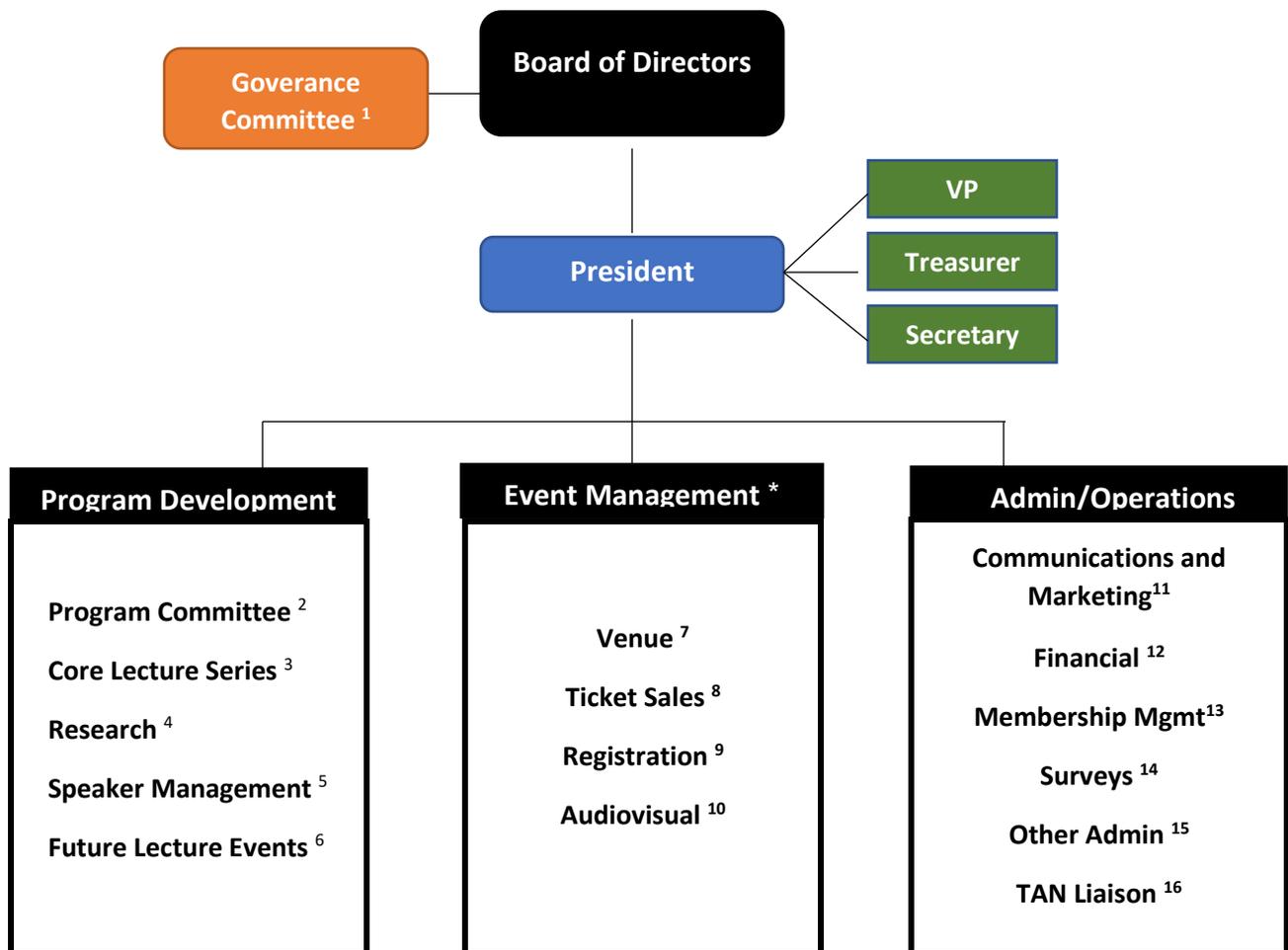


TLL Structure, Roles, Responsibilities and Needs



1. **Governance:** Nominating/recruitment, policies, [orientation manual for new members](#), Bylaws, Gov. Ctte,
2. **Program Ctte:** Processes for topic selection, speaker assignment, develop speaker contracts/requirements, ctte roles and responsibilities; maintaining roster of good speakers;
3. **Core Lecture Series** – establish and execute series of lectures biannually (typically 6 per season)
4. **Research:** [research on and vetting speakers](#) (TAN groups, other lecture venues, Ted talks, youtube, etc); [managing ticket purchases for other lectures for research and who goes to what](#)

5. **Speaker Management** – Coordinator and MC role/responsibilities, speaker contact, speaker agreement, speaker requirements, speaker payment, **speaker thank you cards**.
6. **Future lecture events:** TBD (evening, day, mini series, no lecture events, etc)
7. **Venue:** **Book lecture dates, Hall contract, Room set up, order water, liaise with Conference Hall manager at SRC, signage for wayfinding, podium, reserve signs, doors**
8. **Ticket Sales:** Create/order tickets, Website/Stripe changes, mailchimp lists, set announcement and sale dates, manage pre-sales to board, manage public sales online
9. **Registration:** (Dan does most of this now) print and compare Order list vs Mailchimp list – add missing names; Sort/Format Order list for ease of registration. Make copies at Staples; divide lists into manageable chunks, **day-of: coordinate registrars, get all supplies ready**; after each lecture, consolidate lists and create new lists for week 2, 3 etc registration.
10. **Audiovisual:** identify ongoing equipment needs and propose purchases needed; purchase and maintain equipment; transport equipment to venue; set up/tear down; load lectures on computers; manage AV during event. (*Bob does this now*). **Audiovisual backup**.
11. **Communications/Marketing:** Website: design, updates, input lecture series, manage archives, manage Private Board Area; manage pictures; edit/review every season, manage ticket sales and settings. Facebook: develop page, messaging and announcements; Email/Customer Service: **ongoing communication with customers**
12. **Financial:** Forecasts, Insurance, Taxes, banking, Stripe issues, credit cards, incorporation, speaker cheques, financial policies, all other payments.
13. **Membership Management:** **Mailchimp lists for general announcements and each series; ongoing addition to requests for patrons to go on list, “campaigns” – emails to patrons for announcements and post lectures. Email response to patron issues.** (I’m fine to keep this though. Cheryl)
14. **Community Engagement/Feedback** – Survey Program: survey development and standardization for events (to allow for direct comparison; additional questions to understand audience wants/needs, Survey analysis. **Topic of interest surveys every two years**.
15. **Other admin:** **supplies, printing, badges, organizing Board retreat/event, Board Operational Manual**, liaise with other TAN groups, etc. **Volunteer management**
16. **TAN Liaison:** **pass on newsletters, organize who attends symposiums/forums**, respond to requests, update TAN databases, submit items for newsletters.

Someone current or new can take on the ones in red

Someone current or new can help with ones in purple

Also refer to the following link for board and committee roles

<https://static1.squarespace.com/static/578d222603596e5e3bb84fd0/t/5b102a3488251bf38ad35cf5/1527786037027/Board+Member+Roles+and+Committee+Roles+and+leads+Jun+2018F+update.pdf>