



Seminar Director Duties

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The seminar director is responsible to inform all members of all LeTip International Seminars. This entails properly filling out reservation forms, collecting payment from the treasurer and mailing forms and payment to LeTip International.

1. Distribute LeTip Seminar Flyers.

These forms should be sent directly to the seminar director, also the president, vice-president, and treasurer. The seminar director makes sure all appropriate board members have received a copy.

2. Announce seminar schedules.

Apprise the membership and the board when the following seminars are scheduled and are approaching:

- Network Training Seminar
- LeTip Spring Seminar for all Board Members: President, Vice-President, Treasurer, Secretary, TipMaster, Membership Chair, Past President
- LeTip Fall Seminar for all Board Members: President, Vice-President, Treasurer, Secretary, TipMaster, Membership Chair, Past President
- Other seminars offered by LeTip International (for example White Badge Training)

3. Encourage the full board of directors to attend the twice yearly board seminars.

LeTip Board of Director Seminars are serious commitment for both LeTip chapter board members and LeTip regional staff. These seminars, and the extensive materials provided to educate the chapter, are created expressly to train board members how to build a truly dynamic chapter. The benefits of these seminars can mean the difference between failure and success. With LeTip professionals leading the training and a dedicated board willing to follow through, a weak group will turn into a healthy, growing, lead-generating chapter. For this reason, attendance by board members is required. If any chapter's board is not represented, another member must attend in their place.

4. Coordinate details for attendees.

- a. Sign up members who are to attend each seminar. Make sure new members attend a NTS (Network Training Seminar) within the first 60 days of joining.
- b. Be sure members know date, time, location, and other pertinent information. It is also important to remind them that a Network Training is always longer than a meeting, usually lasting 2-1/2 to 3 hours long.
- c. Collect money from the treasurer.
- d. Send reservation form and chapter payment to LeTip International no later than two weeks prior to the scheduled seminar.

5. Give a report each week.

The seminar director reports each week and updates the chapter on upcoming training seminars. Additional copies are made and passed out to the members. This is especially important for new member training (NTS).

