



## US Green Building Council – South Carolina Chapter Volunteer Job Description

### → SPEAKERS BUREAU MANAGER ←

**Chapter Vision, Mission, and Aim:**

*To transform the way buildings and communities in South Carolina are designed, built and operated, enabling an environmentally and socially responsible, healthy and prosperous environment that improves the quality of life.*

For more information, visit: <http://www.usgbcsc.org>

<b>Chapter Committee</b>	Communications Committee
<b>Volunteer Position Title</b>	Speakers Bureau Manager
<b>Position Level</b>	Chapter-level only
<b>Job Description</b>	Manage Speakers Bureau program, including <ul style="list-style-type: none"> <li>- promotion of Bureau to 3rd-party organizations;</li> <li>- recruitment, training and review of speakers;</li> <li>- implementation of improvements to system</li> </ul>
<b>Approx. Hours Per Month</b>	8
<b>Commitment Timeframe</b>	One year
<b>Qualifications</b>	Strong marketing/communications experience desired Strong organizational skills Member of Chapter Commitment to the Chapter’s vision and mission
<b>Specific Responsibilities</b>	Maintain and grow the list of speaker candidates Promote Chapter’s Speakers Bureau through various outlets Seek, collect and maintain feedback on speaker, presentation and program satisfaction from serviced organizations Participate in monthly Communications Committee meetings Provide quarterly updates of Speakers Bureau metrics Recommend to the Communications Committee, then implement changes and improvements to the Speakers Bureau program
<b>Positions Reports to</b>	Chair of the Communications Committee
<b>Measure of Success</b>	USGBC - SC Chapter becomes the go to source for green building speakers in SC
<b>Benefits to volunteer</b>	Gain experience in managing an all-volunteer speaker program

**To apply for this volunteer opportunity:**

Contact: Dan Gerst  
Chair of Communications  
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