

**San Antonio Conservation Society**  
**Job Description**  
**SPEAKERS BUREAU**

The purpose of this committee is to share the research conducted by the organization regarding topics of preservation, history, and cultural heritage with the public.

**DUTIES OF THE CHAIRMAN**

1. Appoint members to the committee (to include two Active Members (not on Board of Directors) and two Associate Members) and present to President for approval. Assign committee duties to the members.
2. Keep the President informed of all meetings and activities of the committee.
3. Work with Staff Liaison to coordinate all activities.
4. Actively seek opportunities for speaking engagements in coordination with the 3<sup>rd</sup> Vice President in conjunction with the annual development plan.
5. Under the direction of the President, promote the Conservation Society to local and visiting groups by providing speakers for their meetings and events. Staff Liaison will coordinate requests and help to update or create new presentations.
6. File a final report of the committee's activities before the June general membership meeting.