



Learning Unlimited

Director Job Description: Chair, Audio-Visual Committee

Term: Five (5) years

Time Commitment: approximately 150 hours annually

Revised: June 2020

All Board Directors commit themselves to LU's mission and programs and actively participate in the development of Board policies and procedures by keeping up to date with pertinent issues and trends and thinking strategically about the implications of the items under discussion. In particular, they will become familiar with the LU By-law and the duties and responsibilities of a Director described therein. They understand the time required to be an effective Board Member and agree to provide this time and to participate in special projects or *ad hoc* Board Committees as needed. They commit to maintain confidentiality, to recuse themselves in the case of a conflict of interest; and to use collaborative communication and interpersonal skills.

Job Overview:

Provides leadership in overseeing the management of all aspects of the audio-visual support for each lecture series including liaison with lecturers and LU series Coordinators, the purchase and maintenance of all equipment, and the recruitment, training and scheduling of A-V Committee members.

Position Specific Duties and Responsibilities:

1. Chairs the Audio-Visual Committee
2. Maintains and operates the audio-visual equipment
3. Recruits, orients, trains and schedules committee members to operate the audio-visual equipment and related software to ensure sufficient coverage for every lecture
4. Tests the AV equipment before the Fall series to ensure equipment is functional and periodically evaluates it to ensure that it meets the needs of the lecturers and audience expectations
5. Purchases batteries and other low-cost supplies as needed
6. Recommends the purchase of audio-visual equipment and related software to maintain or improve service based on ongoing operating experience
7. Liaises with lecturers and the Curriculum Committee re. lecturers' audio-visual needs and develops strategies to meet those needs within the capabilities of our equipment

8. Oversees the placing of the designated Speaker's Parking sign in the north side parking lot
9. Updates LU's PowerPoint slides for each of the Fall and Winter series (Title and date of session; today's topic, snow emergency etc.) and any other slides as needed.
10. Updates daily battery usage using Excel software.
11. Hosts Board meetings using ZOOM
12. Oversees the hosting of webinars using ZOOM
13. Schedules ZOOM rehearsals with presenters and Curriculum Committee coordinators.
14. Participates in service delivery as a team member by performing set-up, AV support to the presenter during the lecture, managing the Q&A, and take down at the end of the session (4 hours per session).
15. Reports to the Board regularly
16. Prepares and delivers an annual report to the Annual General Meeting
17. Cleans and secures the equipment following the annual meeting in March

Competencies and Qualifications:

1. Computer competency in Word, PowerPoint, e-mail, video editing, and interfacing.
2. Operational knowledge of Mac IOS and Windows based operating systems.
3. Operational knowledge of ZOOM meetings and webinars
4. Operational knowledge of LU's audio system, including multichannel mixer, audio power amplifier, preamplifier, equalizer, wireless microphones, and laser projector
5. Problem solving skills re. service delivery
6. Excellent interpersonal, team building and facilitation skills