



Capital City Executives' Association Roles & Responsibilities ~ Spotlights Director

Last updated: March 2014

The Spotlights Director is an elected Director appointed to the position by the President. The term is for one year.

Under the guidance of the Board of Directors (BOD) and with support from the Executive Assistant (EA), the Spotlights Director (SD) is responsible for the following:

- Attends and reports at all BOD Meetings
- Schedules members for speaker presentations at business luncheons
- Runs the time clock traffic light for each spotlight presentation
- Outlines to the scheduled members, the protocols for spotlight presentations by phone and email
- Reports scheduled speakers, and any changes, to the EA for promotion on the web site
- Maintains an ongoing Excel spreadsheet showing the history and annual rotation sequence timing for members' Spotlight opportunities
- Presents a synopsis of the year's work in the role of SD to the members at the Annual General Meeting
- If there is more than one member volunteering in this capacity, it then can become a committee with one Director who will Chair the committee, and attend the BOD meetings
- Upon completion of his/her term the SD will liaise and provide information to the incoming SD