



Area V Public Liaison

Short Job Description:

- ❖ Act as guest speakers' official contact for AGS regarding travel plans, presentation information, A/V needs, stage needs, etc...
- ❖ Provide transportation for guest speakers if needed (includes transportation to and from the airport and hotel).
- ❖ Host guest speakers during their stay which may include meals and sight-seeing.
- ❖ Deliver honoraria to guest speakers.
- ❖ Write thank-you notes to guest speakers.
- ❖ Organize and coordinate the College Fair.
- ❖ Organize the AGS Blood Drive with the American Red Cross.
- ❖ Assists in organizing Hunger Awareness Day.
- ❖ Report to required Area V and AGS meetings.
- ❖ Assist Area V staff with other duties as assigned.
- ❖ Maintain regular office hours with responsibilities as assigned.
- ❖ Must be willing to work a flexible schedule in order to meet the travel schedules of guest speakers.