

EXECUTIVE POSITION PROFILE

Director of Meetings



*Better health through
laboratory medicine.*

This search is being conducted by:

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I. Position Description

Summary

Directs and manages the administration, coordination, and operation of the Association's Meetings Department including the implementation of the Annual AACC Scientific Meeting and Clinical Lab Expo, the largest conference in the world for diagnostic instrumentation. In addition the Meetings Director oversees AACC's portfolio of meetings both domestic and international including internal governance (Board of Directors, governance committees). Primary internal resource for meetings operations and interaction with vendor partners.

Essential Duties and Responsibilities

Include the following, other duties may be assigned:

- Develops operational plans for assigned AACC meetings.
- Serves as staff liaison to Annual Meeting Organizing Committees
- Develops annual budgets for assigned meetings for the budget items for which the Director of Meetings is responsible.
- Develops overall meetings department budget.
- Directs all annual meeting activities, including scheduling, catering, staffing, hotel, insurance coverage (with CFO), and special events to ensure arrangements are complete and timely.
- Works directly with Abstract Management vendor on all aspects of the program, including but not limited to: contract negotiation, publications creation, report running for all awards, notifications for presenters, etc.
- Creates and applies for the International Buyers Program Application each year and manages the program.
- Works on a daily basis with exhibit management and sponsorship vendor to insure compliance with AACC procedures. Works with Exhibit Management and Sales vendor on all aspects of the exhibit sales and sponsorship program, including but not limited to: contract negotiation, exhibitor public relations, setting of pricing for sponsorship activities, identifying and approval of sponsorship opportunities, approving floor plan and all exhibit related activities, etc.
- Works with other AACC staff on Exhibitor focus groups and exhibitor issues related to AACC
- Works with Exhibiting companies on registration issues, passes and other attendance promotion programs for Annual Meeting.
- Negotiates with facility and vendor representatives to determine meeting time, place, date, cost and all other related services.
- Solicits and evaluates bids to ensure cost effective contracts on behalf of the Association.
- Manages facility contractors and vendors to ensure services provided meet requirements, schedules and costs.
- Manages, directs and establishes relationships with and maintains good rapport with suppliers, decorators, hotel, convention center, housing, registration, security, exhibit management and transportation representatives to solicit appropriate services. Manages RFP process and negotiates all contracts (with CFO) for major Annual Meeting vendors listed above.
- Coordinates all Annual Meeting activities with other AACC departments to ensure appropriate arrangements are made.
- Notifies various department heads of arrangements made.
- Travels as required, to inspect meeting venues.
- Monitors budgets and expenditures to track actual expenditures and revenues against budgets and forecasts.
- Provides wrap-up report of annual meetings.
- Interacts with all AACC employees to facilitate positive productive working relationships.

- Maintains positive working relationship with supervisor.
- Satisfactorily complies with association policies and procedures.

Position Requirements

Knowledge of major meetings venues, exhibitor management practices, and conference services vendors, along with a record of excellent collaboration and communication that drives success. Documented program management skills are required. Knowledge of the field of laboratory medicine is a plus.

Supervisory Responsibilities

Directly supervises two employees in the Meetings Department. Responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree from four-year college or university plus five years' related experience or 7+ years experience in association management and/or delivery of major meetings. Related experience would include experience in association or for-profit meeting planning, hotel meeting services or convention center meeting management. Must possess excellent organizational skills and a proven ability to effectively manage concurrent projects and direct staff.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, members, customers, and employees.

Mathematical Skills

Ability to work with budgets, forecasts and other management tools. Understanding of financial management and very basic accounting principles (e.g., cash flow, capital, expense, income, etc.). Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions.

II. Organization Review

About AACC

The American Association for Clinical Chemistry (AACC) is a global scientific and medical professional organization dedicated to clinical laboratory science and its application to healthcare. Our leadership in education, advocacy and collaboration helps lab professionals adapt to change and do what they do best: provide vital insight and guidance so patients get the care they need.

AACC's Vision

Better health and healthcare through laboratory medicine.

AACC's Mission

AACC provides global leadership in advancing the practice and profession of clinical laboratory science and medicine.

Strategic Plan

AACC's strategic plan set goals for innovation, growth, and influence in five areas:

- Member Community
- Science & Innovation
- Content & Education
- Advocacy & Influence
- Resources & Capacity

The American Association for Clinical Chemistry's (AACC) ambitious 2016-2018 Strategic Plan charts a course toward realizing the association's vision and mission, with strategies to actively engage the full scope of professionals in today's laboratory medicine environment.

Strategic Principles

Laboratory medicine is rapidly evolving as a result of biomedical discoveries, innovations in technology,

and the changing healthcare environment. The shift toward outcomes-based payment models has already begun and laboratory medicine professionals are a critical component in the delivery of high-quality, cost-effective healthcare. With an ever-growing array of new diagnostic discoveries and technologies, individuals with deep and specialized knowledge of laboratory tests are crucial to ensuring the right testing paradigm is applied and the results interpreted accurately.

As the premier association for laboratory medicine professionals, AACC is the home of cutting-edge research and comprehensive education in the field. AACC is the only place that brings together all clinical laboratory professionals, providing opportunities to network with others having similar or complementary interests and to nurture valuable collaborations. In representing laboratory medicine to policymakers and other stakeholders, AACC strives to enhance general awareness and understanding of the unique expertise its members bring to the healthcare team and to pursue policies that enhance the ability of laboratory medicine professionals to thrive and improve patient care.

AACC relies on the energetic engagement of its members to advance the association's strategic priorities. There are many opportunities to get involved. Volunteer today to be part of AACC's exciting work to help take laboratory medicine into the future.

2016-2018 Strategic Priorities

Goal Area 1: Member Community

Provide a meaningful and rich member experience in which laboratory medicine professionals can network, collaborate, and connect to the larger laboratory medicine community.

Goal Area 2: Science & Innovation

Advance new knowledge in laboratory medicine and its application to healthcare to improve patient outcomes.

Goal Area 3: Content & Education

Provide contemporary and cutting-edge information to enhance knowledge in the field of laboratory medicine for the advancement of patient care and improved health outcomes.

Goal Area 4: Advocacy & Influence

Enhance awareness of the value of laboratory medicine and of the unique knowledge of clinical laboratory experts, and advocate for policies that affect the field and improve the professional lives of AACC members.

Goal Area 5: Resources & Capacity

Strengthen and expand the association's financial resources to ensure continued vitality and growth and ensure its infrastructure and governance align with its goals.

Meetings and Conferences

AACC Annual Meeting

The American Association for Clinical Chemistry's Annual Meeting is the world's largest exposition for clinical laboratory products and services.

At the annual meeting you will be able to:

- Connect with global leaders in clinical chemistry, molecular diagnostics, mass spectrometry, translational medicine, lab management, and other areas of breaking science in laboratory medicine.
- Learn about cutting edge technology. The AACC Clinical Lab Expo has more than 200 new product introductions each year.
- Hear vital research and learn about important changes in the field. With nearly 300 educational opportunities in the form of lectures, plenary sessions, scientific sessions, and roundtable sessions, you can design an educational experience that meets your need to stay ahead of changes in the field.

Conferences

AACC's in-person and online conferences are the premier venues for learning how clinical laboratory science is changing the delivery of healthcare worldwide. Our educational events bring together thought leaders from industry, academia, and clinical laboratories to help keep you up-to-date on science, research, technologies and strategies for you and your lab to take advantage of the opportunities ahead. AACC 20 Scientific Divisions and many Local Sections also hold conferences.

AACC Middle East

AACC Middle East, taking place in Abu Dhabi Fall 2019, will feature AACC's globally-renowned education and scientific programs paired with a dynamic exposition, and will showcase the latest developments in clinical laboratory medicine, innovations from the in vitro diagnostics industry, and best practices from experts in the field. Specific focuses of this 3-day conference will include newborn screening, genetics, and emerging topics relevant to the Middle East, while the exposition will highlight the latest advances in mobile health, molecular diagnostics, mass spectrometry, next-generation sequencing, point-of-care, and automation. Some of the program content will include selected sessions from the 71st AACC Annual Scientific Meeting.

AACC Middle East attendees will also have the opportunity to network with their peers and experts from the U.S. and the Middle East to share knowledge on new breakthroughs in laboratory medicine.

III. About Vetted Solutions

AACC has retained Vetted Solutions to serve as its partner for this search. For confidential consideration, please contact the search partners below. Interested candidates should submit a cover letter and resume/CV directly to AACCMeetingsSearch@vettedolutions.com.



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Vetted Solutions is an executive search firm specializing in association, nonprofit, and hospitality/destination marketing community, recruiting and consulting. We focus on CEO and senior staff positions.

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