



Legatus Denver - Chapter Administrator Position

(February 2024)

Legatus is an international organization of Catholic laymen and laywomen, comprising of CEOs, presidents, managing partners and business owners (with their spouses), from business and professional enterprises. Now in its fourth decade, Legatus has become the Catholic executive peer-group of choice for so many. Our mission is to help members study, live, and spread the Catholic faith in all spheres of their life – personal, business and professional.

Legatus has many chapters around the country and internationally; Denver currently has the largest chapter in the country, with about 180 members. Our community is vibrant, social, and faith driven. Each chapter has a Chapter Administrator, who is a paid employee who handles the event planning and administrative tasks of the chapter, and more importantly an integral part of their local Legatus community.

The Chapter Administrator reports directly to the Regional Vice President and acts as a liaison between Legatus International, the Denver Chapter Officers, and Denver members. In this role, the Chapter Administrator will also work closely with the Denver Chapter board president and the treasurer. Monthly Chapter Administrator video calls are held and recorded to cascade messages from Legatus International, offer relevant technical training, and provide a forum to share ideas and concerns.

Primary Responsibilities

This is a summary of the key responsibilities. A more complete list of the Chapter Administrator responsibilities is depicted in Exhibit A.

- **Positive Member Engagement:** making members feel special and engaged is a key part of the position. This is a people-first role, and the Chapter Administrator sets the tone: positive, creative, empathetic, supportive, and helpful.
- **Monthly Chapter Events:** these typically happen on the first Thursday of each month. This is the only activity where the Chapter Administrator has a fixed schedule – the day normally starts at 2:30 and ends around 10:00pm (these events include adoration, rosary, mass, social hour, dinner, & speaker). These events occur at the Archdiocese of Denver seminary located at 1300 South Steele Street in Denver. The exception to the above is the Summer Social in August and the Christmas Party in December, which only include social hour and dinner, and the location may change every year using different country club settings in the Denver metro area.

- **Bi-Monthly Board Meetings:** every other month there is a virtual board meeting on the Tuesday before a Thursday event from 7:30-8:30AM. The Chapter Administrator participates and records the minutes and action items.
- **Speakers:** work with vice president to ensure each speaker has a signed contract, and the annual speaker line-up brochure is produced each year.
- **Special Events:** assist chapter members for special additional events as needed like spiritual retreats (men's, women's, marriage), other social events. These do not happen every year. These events also have members involved to oversee and coordinate, so the Chapter Administrator involvement is very focused on supporting the lead members with tasks like invitations and possibly catering support.
- **Administrative Duties:** being involved in Legatus national monthly meetings and reporting requirements; keeping systems up to date with member information; name badges; etc.

Chapter Administrator Hours & Salary:

- **Salary:** \$1,200 per month (\$14,400 annually)
- **Expected Time Commitment:** approximately 30-40 hours per month to perform all the activities listed in Exhibit A. It will take a few months to become familiar with the role and the systems employed. The regional vice president, Denver board president, and Denver board treasurer will be responsible for overseeing your training and development.

Contact Information:

If you are interested in learning more about this position, please reach out to the Denver chapter president and include your biography and/or resume.

Darren Walsh, 2024 Legatus Denver President
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Exhibit A: Chapter Administrator Detail List of Activities

This exhibit lists out the primary tasks that a Chapter Administrator is expected to perform. There will always be additional activities that arise in the spirit of the role to support the chapter. However, we expect a very collaborative and dynamic relationship between the Chapter Administrator and the board officers when changes or additions may arise.

Board Meetings (every other month; 6 per year):

- Meetings every other month (starting in January) on the Tuesday prior to chapter event (7:30-8:30AM)
- Set up Teams call and distribute Calendar invitation to board; track RSVP's
- President runs the meeting
- Take minutes at meeting and distribute promptly

Speakers:

- Compile and retain all speaker contracts, bio, head shot, travel information, working with Vice President
- Create annual speaker brochure working with Legatus national platform
- Confirm all speakers one (or more) months in advance of our event
- Handle hotel arrangements – 2-3 months prior
- Confirm pick up at airport – who and how – or that the speaker will handle own transportation.
- Ship speaker gift after the event – if needed
- Coordinate payment of speaker through Chapter Treasurer

Prior to Monthly Event (Events are normally the first Thursday of every month):

- Work with caterer/Treasurer to establish menu and drink of the month at least 4 weeks prior to event
- Create invitation and send out to chapter 3-4 weeks prior to event (Greenvelope.com); working with board Social Chair who will provide copy-edit review
- Work with VP/President on alcohol purchasing (using alcohol inventory list of needs from prior event)
- Develop/create centerpiece theme for tables
- Receive and confirm RSVPs; respond to chapter member requests/emails as needed
- Forward info to caterer Friday before the event; Reconfirm with caterer 2 days prior – in case of changes
- Assign tables in logical order (usually in order of first rsvp's)
- Print and post table assignment sheet in two locations
- Communicate with President as to who is invited to his/her table along with the speaker
- Send President & Membership Chair any announcements needed:
 - Guest and prospects names (with pronunciations), who they are guests of
- Communicate with Chaplain all logistics of the upcoming event

Monthly Event Adoration (5:30) / Rosary (5:35) / Mass (6:00):

- All appropriate doors unlocked by 5:00pm the evening of the event
- Lights and sound turned on 1 hour prior to event – tested & confirmed!
- Confirm Celebrant(s), Deacons, Lectors and Eucharistic Ministers two weeks prior to event
- Confirm Deacon for adoration; leader for Rosary

During Monthly Event: (6:30-9:00)

- Day of Event: Arrive at approximately 2:00/2:30; leave at 10:00PM
- Meet Rental company at SJV for table drop off, dinnerware, etc . approx. 2:30-3:00pm
- Be onsite when caterer arrives for set up (3:00pm)
- Be dressed and ready to go upon arrival – professional attire
- Name badges, meal cards and allergy cards organized on table
 - Create custom name badges for guests: Type and Frame names of guest for the evening
- Work with sound person to get lights and sound online and ready (currently Will Holmes)
- Constant communication with caterer that everything is on schedule
- Set stage area for the speaker
 - Remove any clutter on stage
 - Ensure speakers preferred Microphone is present and working
- Greet members at name badge table
 - Be there to handle any RSVP issues, no shows or “I didn’t RSVP but am here anyway...”
- Reconfirm sound is working
- Assist president with following timetable for the evening – reminders along the way
 - Announce: “Take your seats”
 - Get priest/deacon for grace
- Circulate room – be alert for any issues that need attention
- Make sure all is going well with the caterer – but stay out of their way

Post Monthly Event: (9:00-10:00; following day)

- Alcohol inventory count & identify purchasing needs for next event (working with VP/caterer)
- Assist Caterer is making sure SJV is left in perfect order, vacuumed and clean
- Meet rental company to pick up all rental items the night of the event
- Collect name badges from members
- Assist speaker with transportation to hotel or airport (if needed)
- Inform security when event is done, and all items removed
- Complete report for National regarding event
- Report in writing to board (usually via email summary)
 - Issues, comments, suggestions
- Follow up with SJV the following day to be sure all is in order for them

Other Events:

- Christmas Party – this is in lieu of the December monthly event
 - Research location and secure venue with direction from current President
 - Work with Legatus sponsoring member to insure successful event
 - Estimated costs to Treasurer prior to booking event!
- Summer Social – this is in lieu of the standard August monthly event
 - Research location and secure venue with direction from current President
 - Estimated costs to Treasurer prior to booking event!
- Retreats – Men & Women’s annual spiritual retreat (usually handled by Spirituality Chair)
- Bi-Annual Marriage Retreat (usually handled by Spirituality Chair)
- Other Socials – assist Social Chair, if needed (St Patrick’s Day; Oktoberfest); events do not happen every year.

Other Responsibilities:

- Assist board & members with other activities, as related to the spirit of the chapter coordinator position
- Order name badges for: (1) new members; (2) replace lost existing member name badges
- Maintain contact information for board and national
- Membership Database (keep contact info up to date for new members; existing members):
 - Directories: Greenvelope; Outlook; CTRN on-line app; Legatus Networks; HubSpot
 - Allergies
 - Past members
- Comply with all National reporting criteria
 - Hours worked
 - Post event report
 - Renewals and terminations
- Expenses:
 - Submit all expenses and receipts to Treasurer as incurred