



Position: Book Banter SIG Chair
Term: One year
Time Commitment: 5-10 hours/month (2.5 hours for meeting + 3-5 hours for administrative tasks)

Description

Book Banter is the book reading club of the Minnesota Chapter of ISPI. Its mission is to help trainers, instructional designers, and other HR professionals stay current in performance-improvement technologies. Each month we read part of a new book, an article, or a classic related to our profession. Then we meet to discuss what we've learned and relate it to our own experiences.

Book Banter Meetings

Schedule and attend Book Banter meetings the first Monday of each month (sometimes rescheduled if first Monday is a holiday) at 6:30 p.m.

- Reserve room for meetings through Rockford Road Library or alternative location if warranted.
- Track monthly attendance numbers
- Periodically facilitate off-site Book Banter meetings in line with group consensus.
- Periodically facilitate special speakers for Book Banter meetings(i.e., authors of books group has read).

Administration

Work with group to select upcoming books

- A lists
- B lists

Update MNISPI Website

- Book Banter
 - The web site should announce the current book, and announce the date, time and location of the next Book Banter meeting.
 - The web site should also have a direct link to the book on Amazon.com so it can be easily ordered.
 - The web site should maintain a list of all books that Book Banter has read, and each of these books should be linked to Amazon.com.
- Current Book Banter
- Archive Book Banter
- Home page
- SIG Chair contact information

Maintain Book Banter Group Email Distribution List and send out specific meeting announcements.

MNISPI Board Member Involvement Duties

- Planning meeting attendance
- Keeping board advised of Book Banter activities

BB Cracker Barrel / Chapter Meeting Presentations if requested / desired

Promotion

Attend MNISPI chapter meetings to promote Book Banter SIG and advise Chapter meeting attendees of current book selection and miscellaneous Book Banter information

Distribute emails to Book Banter email distribution list

- Announcement email- second Monday of the month
- Reminder email- Friday before meeting

Submit an announcement of the next Book Banter meeting to the External Communications Chair for inclusion in the monthly e-blast.

Time per Month

- Administrative- 2-3 Hours
- BB Meeting- 3 hours
- MNISPI Chapter Meeting- 2 Hours
- Reading- Variable

Leader Requirements

- Internet access
- A computer
- Basic HTML
- 1st Monday of the month and 3rd Tuesday of the month evening availability
- 5-10 hours / Month(2.5 hours for meeting + 3-5 hours for administrative)
- Love of Books

Position recently held by:

- Rob Janecek