

## **Career Prospectors / JAM Round table Guidelines**

1. Create the Meetup for your meeting, networking events, and site visits and post on Meetup. Announce unique site tours or meetings 7-10 days in advance of the event. Do not announce routine round table meetings when posting on Meetup. Identify the leaders as “event hosts” so they have edit access to the meeting. Complete any required reservation forms for room reservations.
2. Update Charlie Wood and Ed Landry with any leadership changes.
3. If your group elects to participate in the RVA Career Expo by recruiting companies, spend time at each meeting reviewing the members’ progress reaching out to the companies.
4. Have an agenda for the meeting. Members attend meetings when they know the agenda and purpose of the meetings.
5. Explore alternate locations at companies to meet. Meeting at a company’s location increases the group’s exposure to the Richmond business community.
6. Network with local businesses who are interested in hosting on-site meetings or tours. Working with alumni and connections enhances the likelihood that the business will be receptive to the opportunity.
7. Explore the talent within the round table, Career Prospectors & JAM for guest speakers and training presentations.
8. Be present at Career Prospectors’ & JAM meetings to announce your round table meeting and network with new members. Identify and invite new members who might be interested in your round table.
9. Celebrate the success of the group by announcing your member’s success with job offers.
10. Ideally, the round table is run by several leaders to allow for job interviews and smooth transition when a leader lands.
11. If a conflict arises and you are unable to facilitate/assist with your meeting, please let the co-leaders know immediately.
12. Check the Meetup site to ensure that there is sufficient interest in the meeting.
13. If a conflict arises and you are unable to run the round table, please let the other team leaders know immediately.
14. The Meetup should not be cancelled on the day of the class without ensuring that all participants are aware of the change.
15. Consider creating an email distribution list for the group to keep members updated with the group’s activities. Meetup allows for email distribution for people who have RSVPed for previous or upcoming meetings.
16. Stay connected with alumni from your round table.
17. Start the meeting on time. Do not wait for stragglers. The participants who arrive early or on time deserve to be respected.
18. Determine if your round table will require attendance for those who RSVP. Make sure that all members are aware of the expectations. Take attendance at the beginning of the meeting using Meetup, either online or with the app. Determine if your group wants to count attendance for the meetings as an expectation. Note who is a “no show.” The “no show” designation cannot be noted in Meetup until the meeting ends. Remember to designate those who don’t show up, did not communicate their absence prior to the meeting and do not have an emergency as a “no show.” Send a quick note to “no shows” to let them know that they were indicated as a “no show” and that “no shows” may impact their ability to participate.
19. Observe the group participants. Note those who might be good leaders. Encourage the outstanding individuals to lead or assist in upcoming meetings.

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### Location Specific Information

#### St. Michael

- Tables and chairs can be rearranged to meet the needs of the group. They must be moved back to the original location at the end of meetings. Get participants to assist with resetting the room before they leave.
- Put the A/V equipment back on the cart as it was found. **Be sure to turn off the projector** using the remote that is on the wall next to the screen.
- The leader has the ultimate responsibility of ensuring a meeting room is left in the same condition it was found.

#### Tuckahoe Library

- Use the name of your round table to make reservations, not Career Prospectors or JAM if you meet at the library.