



Accountability Chart

President

Don
LMA
Strategic Plan
Business Plans
Talent recruitment/development
Spokesperson
P&L

Corporate Secretary
Kristy

Membership and Marketing		Business Development	Administrative Operations	Service Teams				
Membership Team	Marketing and Event Services Team	Business Development Team	Operations Team	Plan Services Team	Workforce & Professional Development Team	Safety / Health / Environmental Services Team	Labor and Employment Relations Team	Government Relations Team
Membership Director Katie LMA	Marketing Director Angela LMA	Development Director Ryan	Controller Erica / Tony LMA	Plan Services Director Becky LMA	WPD Director Caleb LMA	SHE Director Phil LMA	L & ER Director Greg LMA	GR Director Allen
Enhance member experience + retention Assess member needs / value perceptions Develop relationships Sell membership Evolve database + sales process	Direct branding, creative design, website Produce marketing communications Lead social media strategy + engagement Team for member event experiences Develop marketing services for members	Develop and Design Electronic Services New Service Development Promotion of Staff Culture	Human Resources Financial Reporting Budgeting Payroll / Fringe Benefits Database Management	Plan Services Evolution and Pricing Promotes and Sells Plan Services EPR Support for Members Document Procurement for Planroom/EPR Jefferson City Office Management	Workforce Development Outreach/Industry Recruitment Professional Development Spokesperson Site/Facility Management	Safety, Health & Environmental Services Business Development & Spokesperson MCSG & Expo Construction Safety Group of Kansas City MO/KAN Suicide Prevention Alliance	CBA Negotiations Contract Admin and Interpretation Resolve Labor Issues General Counsel Trustee	Government, Civic & Community Relations Issues Management PAC Management & Development
Membership Manager Matt	Communications Manager Aarika		Accountant Connie	Plan Services Manager Emily	PD Manager OPEN	SHE Manager Jon	Labor Manager Possible New Hire	
Membership Recruitment Membership Retention On Boarding Community Outreach	Advertising Event Calendar Social Media Database Management Administrative Responsibilities		Accounts Payable Labor Relations Assistant Sub-companies accounting (LMC, BAPAC, CSG) Database Management	Procure bid documents for EPR/Plan Room Plan services support for members Plan Room Services Promote/Sell Service Project document management EPR collections Backup front desk	Professional Development CLC Representative Instructor	Safety, Health & Environmental Services Delivery of DESE training Educational & Social Media Resources		
Membership Manager Miles	Events Coordinator Kristy		Receptionist Pam	Plan Reporter Lea Anne	Office Assistant Diana	SHE Regional Manager OPEN	Trustee Erica	
Membership Recruitment Membership Retention On Boarding Community Outreach Facilities Management Videography	Event planning and admin Corporate Secretary Concierge to board members A staff team-builder A staff team-builder		Answering phones and greeting guests Meeting coordination Maintain and order office supplies Assist in planroom Assist accounting department	Document Procurement to Planroom/EPR Rename & Reconfigure bid documents Set up receiving of Invitation to Bid Notices Purchase electronic files from private document sources Follow up on leads from members	Answering phones and greeting guests Meeting coordination Maintain and order office supplies Assist WPD team Bilingual translation	Regional Safety Health & Environmental Services Delivery of DESE training Educational & Social Media Resources		
Membership Manager Robin	Production Assistant Diana		IT Director Ryan	Plan Services Manager Paige	Maintenance Engineer Richard R	SHE Office Administrator Scarlett	Labor Assistant Connie	
Membership Recruitment Membership Retention On Boarding Community Outreach			IT Hardware Support and Implementation Software: Develop, Train, Sales, Support Site/Facility Management	Procure bid documents for EPR/Plan Room Plan services support for members Plan Room Services Promote/Sell Service Project document management EPR collections	Janitorial Services Building Maintenance Supplies	SH&E Training Data Base MCSG & Expo Publishing Educational & Social Media Resources CSG of KC Scholarship Golf Tournament		
	Videographer Miles				WD Outreach Manager Romond			
					Talent Navigator Mentor Community Outreach			

Teams are listed in alphabetical order

*LMA stands for: Lead, Manage, Accountability (for yourself and the team)