



## Committee Description: Event Planning

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**Committee Overview:** The Event Planning Committee exists to provide support to the WISE Board of Directors (BOD) in planning and executing all WISE sanctioned events. These events may include, but are not limited to, Night of Dynamic Networking; Annual Luncheon; Collaboration Summit Panels; Partner Forums and others as approved by the WISE BOD.

**Reporting Requirements:**

- Updates to BOD as required on planning functions / status
- Communication on budgets, and actual spend (pre-approved) to the Finance Committee
- Summary to BOD of event execution, post analysis and recommendations for future similar event

**Meeting Cadence:** The committee at large meets 1 time per month via telephone. Individual event sub-committees may meet more frequently, especially as events are activated. Most meetings are held via conference call / webinar.

**Key Roles and Responsibilities:**

Position	Key Responsibilities	Time / Travel Requirements	Key Capabilities Needed
Committee Chair	Implement the overall strategy and vision from the WISE BOD for events that enhance the WISE member's experience. Recruit volunteers and keep them engaged. Fill key roles such as Vice Chair positions and individual Event Leaders.	As needed for event participation (~3-4 x / year)	Must be a WISE BOD
1 <sup>st</sup> Vice Chair		As needed for event participation (~1-2 x / year)	Good communication skills, ability to lead volunteers virtually and coordinate multiple events
2 <sup>nd</sup> Vice Chair		As needed for event participation (~1-2 x / year)	Good communication skills, ability to lead volunteers virtually and coordinate multiple events