



## Committee Member Overview: Events

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General responsibilities for all Committee Members:

- 1) Reports to the Committee's Chair.
- 2) Works closely with the Chair, Vice Chair(s) and other staff.
- 3) Must make a commitment to actively participate in the committee's work, including majority participation in committee meetings and discussions.
- 4) Should volunteer for and willingly accept assignments and complete them on time.
- 5) Must stay informed about committee matters, prepare for meetings, and actively engage between meetings as assignments require.
- 6) Should get to know other committee members and build a solid working relationship that contributes to the overall success of the Committee.

Responsibilities specific to the Events Committee:

- 1) Participate in monthly Events Committee Call
- 2) Offer suggestions and ideas to improve the cadence of events
- 3) Assist in the preparation of events with focus on the Annual Meeting
- 4) Assist in setup and breakdown of the Annual Meeting