

Director of Special Events

Leadership Attributes

<i>Management</i>	<i>Leadership Skills</i>
<ul style="list-style-type: none"> • Create objective to support the chapter's Business and Strategic Plan • Educate committee chairs with processes, procedures, and tools to achieve committee objectives • Assist in budget development for all committees reporting to director based on line items in overall chapter budget • Education • Target incoming director from committees who report to you • Transition with incoming Director 	<ul style="list-style-type: none"> • Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Motivational • Conflict/Resolution • Execution

Job Description

Term: Two years or as determined by the Board of Directors and Chapter Bylaws

Helpful Skills:

- Delegation, Organization, Detailed oriented, Supportive

Eligibility:

- Member in good standing
- Willing to give the time, energy, talents, and enthusiasm required of the position

General Responsibilities:

- Serve as voting member of Board of Directors and as a Member of the Executive Committee
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor, and counselor to assigned Directors and Committees.
- Ensure the fiscal responsibilities of the committees to which position is assigned.
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform other duties as assigned by the President and/or Board of Directors

Specific Responsibilities:

- Assist to establish special events along with VP
- Establish appropriate committee chairs for each special event/project and assist in committee meetings
- Develop Committee Chair Job Descriptions along with VP of Special Projects/Events
- Monitor association and meetings trends to discover best practices in special events by other organizations.
- Report on Special Event strategies to the Board of Directors
- Work with appropriate VP's and Directors to assist as requested.

- Ensure promotion of special events through VP and Director of Communications
- Prepare post event report for presentation to Board of Directors.
- Regular attendance at monthly meetings and Board Meetings.
- Attendance at Board Retreats
- Attendance at all official chapter activities and functions

Reports To: Vice President of Special Events

Commitment:

- Regular attendance at monthly meetings and Board meetings and retreats
- Attendance at all official chapter activities and functions

Revised January 2019