

SEV - Director of Special Events**Category: Finance**

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Reports to: VP of Finance

Eligibility:

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- Member in good standing
 - Willing to give the time, energy, talents and enthusiasm required of the position
 - Good organizational skills and favorable emotional intelligence capabilities

General Responsibilities:

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- Serve as voting member of Board of Directors
 - Attend monthly board meetings, chapter events and committee meetings
 - Report on the strategies, successes and challenges of assigned committees to Board of Directors
 - Act as coach, advisor and counselor to assigned committees
 - Support and defend policies and programs adopted by the Board of Directors
 - Submit agenda items for Board of Directors meetings in advance of meetings
 - Responsible for the following budget line items:
 - **BIDDING FOR GOOD**
 - **SPECIAL EVENTS (Trivia Night, Awards Gala)**
 - **SPONSORS – JUNE EVENT**
 - **RAFFLE SPECIAL EVENTS (Trivia Night, Awards Gala)**
 - **SILENT AUCTION SPECIAL EVENTS (Trivia Night, Awards Gala)**
 - **MEETING EXPENSE – SPECIAL EVENTS**
 - Identify, recruit and train Committee Chair for assigned committees
 - Ensure the fiscal responsibility of the committee(s) to which position is assigned.
 - Conduct transition meeting with successor
 - Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

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- Develop non-member revenue plan to support chapter's financial goals through special events
 - Work with appropriate committee(s) to develop and/or manage special events programs
 - Ensure promotion of special event efforts
 - Create sponsorship tiers and promote opportunities to industry partners for special events
 - Develop, implement, and manage chapter fundraising events
 - Manage and facilitate Annual Awards Gala in appreciation for and recognition of the outstanding achievements of individual chapter members for the awards gala, in partnership with Membership Division
 - Develop strategies to increase revenue and in-kind support for all special events
 - Monitor association and meetings industry trends to discover best practices in special events by other organizations
 - Report on special event strategies to the Board of Directors

Time Commitment:

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- Regular attendance at monthly meetings and Board meetings
 - Attendance at two Board retreats (2 days each)
 - Attendance at all official chapter activities and functions
 - Potential attendance at Chapter Business Summit, as directed by President
 - Committee activities (8 hr/mo)