

**Central Baldwin Chamber of Commerce
Committee Description
Events Committee**

OBJECTIVE:

This committee will deliver first class Chamber of Commerce events.

FUNCTION:

The Events Committee is charged with meeting the objective by engaging committee and sub-committee members along with anyone else that would create a fantastic event.

RESPONSIBILITY:

Depending on the event, the responsibilities will vary. Following is a non-comprehensive list of responsibilities for the events this committee is currently responsible for:

- Determine Program
- Determine Theme
- Determine Speaker/Entertainment
- Determine Decorations
- Determine Caterer
- Determine Ticket Prices
- Collect Silent Auction Items
- Determine Budget (based on the amount decided on by the Finance Committee)
- Determine Marketing and Advertising

Following is a list of the current events and any 'special' responsibilities related to the event:

- Annual Banquet –Joseph Shaw/Subcommittee Chair
- Flavors of the South
- Prayer Breakfast
- Third Thursday – Sean McClay / Subcommittee Chair
 - Oversee the event
 - Line up hosts and locations
 - Line up speakers
- Business After Hours
 - Line up hosts and locations
 - Be available for all questions host may have
- Quarterly Business Seminars
 - Line up Speakers based on what will interest our business community
- Elected Officials Reception
 - Work with the Governmental Affairs Committee to put on this event
 - Line up Speakers based on what will interest our business community
- Academic Excellence Banquet
 - Work with Board Education Committee to put on this event
 - Line up Speakers based on what will interest our business community

REPORTING:

- Provide a verbal / written update of Committee activity to CEO
- Provide a verbal Committee activity update at every Board Meeting
- Prepare relevant material for Board of Directors' meetings when action is recommended

NOTE:

It is the responsibility of the Executive Director to assign a 'key staff' person to the Committee