



## **SPECIAL EVENTS COMMITTEE CHARTER**

**PURPOSE:** The Special Events Committee is established by and serves at the direction of the Board of Directors (BOD). The purpose of the committee is to plan and coordinate member social events including the Bowling Tournament, a family-friendly function (like the zoo or a sporting event), the Annual Holiday Party (and ancillary silent auction or charity event), and any other special events for the Chapter as many be requested by the BOD.

**COMMITTEE STRUCTURE:** The committee chair shall be chosen by the incoming Chapter President. The committee shall consist of at least three (3) additional members. All shall be approved by the BOD.

**TERM:** The committee is a standing committee appointed by the BOD. Members will serve for a period of one (1) year. The BOD shall approve the committee chair for the following year at the preceding August meeting and approve the committee members when chosen.

**BOARD LIAISON:** There shall be a Board liaison between the committee and the BOD who is responsible for attending Chapter Board meetings and delivering minutes or a summary of the committee meetings. The liaison shall be appointed by the Chapter President.

**COMMITTEE LIAISON:** There shall be a liaison from the committee who will interface with other committees as necessary and requested.

**COMMITTEE CHAIR:** The chairperson will be responsible for setting meeting dates, times, and locations: preparing committee meeting agendas: moderating meetings: coordinating tasks: and handling requests among the committee as a whole. The chairperson will be responsible for ensuring the Board liaison and CED are provided with minutes of the most recent committee meeting or alternative written report no less than ten (10) days prior to each Board meeting.

The chairperson will be responsible for ensuring the Board liaison and CED are provided the dates of all proposed events and the committee's projected annual profit and loss statement for the coming year no later than August 31<sup>st</sup>. They shall also complete and submit the required "CAI Event Request Form" and profit and loss statement outlining sponsorships and expenses specific to each event for the Board's review and approval a minimum of ninety (90) days prior to each event and prior to any advertisement, contract execution, or promises of sponsorships for any event.

**AUTHORITY:** The committee reports to the BOD. The committee must work within the Chapter budget process to outline revenue and expenses related to the committee activities. There shall be no additional expense to the Chapter. The BOD must review and approve the programs and services proposed by the committee prior to implementation.

**DUTIES:** The committee has the responsibility to organize at least three (3) annual events per year as well as other activities as may be presented to and approved by the Board from time to time. Events for the upcoming year are to be coordinated with the CED and the Board to confirm the dates of all proposed events and the committee's projected annual profit and loss statement in advance of August

31<sup>st</sup> of the preceding year. The Board must provide written approval for any submitted “CAI Event Request Form” and profit and loss statement outlining sponsorships and expenses specific to each event prior to any advertisements, contract executions, or promises of sponsorships. The location of each event is to be determined by the committee and approved by the BOD no less than ninety (90) days prior to the event date.

- **Venue Selection:** The committee will contact the optional locations and obtain prices for participation and food for each event. The committee will select a location and make a recommendation, while requesting final approval from the BOD. The committee will set the participation fees for each event with approval of the BOD.
- **Sponsorship Packages:** The committee will develop the Sponsor Packages for all proposed events and present them for approval to the BOD. The Sponsor Packages must be set no later than August 31<sup>st</sup> of the preceding year so they can be offered to the Business Partners in conjunction with the Annual Sponsor Packages. **A commitment in writing must be received by the CED who will invoice the sponsor.** No sponsorship is complete until the commitment form has been received in the Chapter office. Only paying sponsors will be allowed to distribute marketing literature at the event. All sponsorships are on a first come, first served basis.

The committee shall work to secure sponsorships for the events it chooses to produce.

- **Events:**
  1. **Bowling Tournament:** The committee will propose a date, ticket cost and schedule to the BOD. The committee will coordinate with the CED on prizes, food/beverage, promotional efforts and sponsorships. On the night of the event, the committee will assist with sponsor set-up, the admission process and team assignments, facilitate score keeping and prize distribution, and assist with announcements.
  2. **Family Event:** The committee will propose a date, menu, ticket cost and schedule for the family function to the BOD for approval. The committee will assist with designating and selling sponsorships to cover expenses and coordinate the sale of tickets to members. On the night of the event, the committee will assist with sponsor set-up, ticket collection/admission, facilitate any event games or interactive displays, and assist with announcements.
  3. **Annual Holiday Party:** The committee will propose a location, activities, menu, and potential sponsorships for the Holiday Party to the BOD for their approval, considering any special location preferred by the Chapter President and/or Chapter President-Elect. The committee may coordinate with the CED to make arrangements for a local charity collection event at the party as well. On the day of the event, the committee will assist with sponsor set-up, ticket collection/admission, facilitate any games or interactive displays, and assist with announcements.

At an event, with BOD approval, the committee may choose to host a silent auction or other fundraiser. The committee will solicit items for the auction/event from Business Partner and Management Company members and from vendors who are not Chapter Members in the local community so long as the vendor/individual does not have membership potential. (In other words, if a vendor could reasonably be a member of CAI the vendor cannot contribute to the auction.) If the event is not a silent auction or penny social, the committee shall select

an auctioneer and coordinate with them on the day of the event.

**COMMITTEE ATTENDANCE:** Committee members will attend committee meetings and chapter functions as often as possible.