



## Events & Programs Committee Member Position Description

### Basics

- Selection Process: Appointed
- Executive Committee? No
- Voting Rights? No
- Seats: 3-5
- Estimated Time Commitment: up to 10-15 hours/month during peak planning times
- Core Responsibilities: Support committee co-chairs, VPME and Membership, in event planning, and programming, respectively
- Administrative Email: [events@dcpbk.org](mailto:events@dcpbk.org)

### Responsibilities:

Abide by the [Board Member Code of Conduct](#)

### Event Planning

- Support VPME in building, maintaining, and implementing a sustainable system for planning annual events, including:
  - Holiday Party
  - Annual Business Meeting
  - Spring Fling
  - Key Connections
  - Anniversary Events (every 5-10 years)
- As requested by VPME, contribute to all steps of the event planning process, including but not limited to:
  - Brainstorming themes, dress codes, meal options, speakers, door prizes, expected attendance, ticket prices, locations, and other details for upcoming events at the beginning of the year
  - Pricing venues, meals, drinks, photography/videography, speakers, and other potential services for upcoming events (contributing to cold calling and emailing efforts, then logging details into the DCPBK Event Planner Workbook)
  - Based on pricing data, consult on proposed expenses for each upcoming event in advance of January Board Meeting to inform budget setting discussion



## Events & Programs Committee Member Position Description

- Reserving at least 3 potential slots for each upcoming event NO LATER THAN March 1 of each year and blocking them off on the Board's Google Calendar
  - Arranging meals, drinks, and other services as necessary for each upcoming event NO LATER THAN March 31 of each year
  - Collaborating to finalize dates, select and reserve venues for each event NO LATER THAN April 1 of each year, and updating calendar accordingly
- Coordinating strategic outreach/advertising campaigns throughout event planning process to maximize attendance (website, social media, newsletter, national PBK, local associations & chapters)
- As needed, coordinating and leading volunteers in day-of set up and cleanup tasks, including, but not limited to:
  - Ushering/signage
  - Transportation/carpooling
  - Food/drink pickup
  - Speaker handling
  - A/V setup
  - Staging/furniture arrangement

### **Programming**

- Support Membership & Outreach Chair in building, maintaining, and implementing a sustainable system for planning and incubating new programs for DCPBK
- As requested by Membership, contribute to all steps of the program planning process, including but not limited to:
  - Brainstorming ideas, schedules, locations, contacts, partnerships, costs, and other details for new programs at the beginning of the year
  - Collaborating to draft member engagement surveys to get feedback from membership-at-large about desired offerings
  - Pricing venues, meals, drinks, photography/videography, speakers, and other potential services for upcoming programs (contributing to cold calling and emailing efforts, then logging details in the Membership & Outreach Chair Programs Folder)



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- Based on pricing data, consult on proposed expenses for each upcoming program in advance of January Board Meeting to inform budget setting discussion
  - Reserving potential slots for each upcoming program NO LATER THAN 31 days in advance and blocking them off on the Board's Google Calendar
  - Arranging meals, drinks, transportation, and other services as necessary for each upcoming program NO LATER THAN 14 days in advance
  - Collaborating to finalize dates, select and reserve venues for each program NO LATER THAN 7 days in advance, and updating calendar accordingly
- Coordinating strategic outreach/advertising campaigns throughout program planning process to maximize participation (website, social media, newsletter, national PBK, local associations & chapters)
- As needed, coordinating and leading volunteers in day-of set up and cleanup tasks, including, but not limited to:
  - Ushering/signage
  - Transportation/carpooling
  - Food/drink pickup
  - Speaker handling
  - A/V setup
  - Staging/furniture arrangement
- Conducting regular program assessments to determine each one's success and value to DCPBK membership at-large
- As needed, recruiting potential new leaders for growing programs for presentation to the board