Uplift Community Alliance®

EVENTS AND EDUCATION CHAIR
JOB DESCRIPTION

Position Summary
The Events and Education Chair plans educational and social activities and events for members to keep them engaged and informed.

General Responsibilities
- Comply with the committee's Policies.
- Appoint committee members.
- Conduct committee meetings as needed.
- Be a voting member of the Member Services Committee, attend meetings and submit reports to the Third Vice President, Member Services.
- Manage the committee budget, approve and submit invoices and vouchers to the Third Vice President, Member Services.
- Maintain a committee procedure book and/or electronic records file.
- Submit a proposed budget for the succeeding year as directed by the Third Vice President, Member Services.
- Prepare and submit a year-end report as directed by the Third Vice President, Member Services.
- Submit any job description and/or policy changes to the Bylaws Chair.

Specific Chair Position Responsibilities

1. Plan member educational and social events and activities for the regular meeting by arranging for member participation in the social hour or luncheon food preparation and clean up.

2. Arrange for speakers, social outings and other events with the assistance of other Member Services Committee members.

3. Assist as requested with the planning of workshops, seminars, speakers and cultural events for the education of Board members, committee chairs and general membership.

Competencies
Microsoft Word
Digital and electronic communication