

EVENTS AND EDUCATION CHAIR

JOB DESCRIPTION

BYLAWS OF ASSISTANCE LEAGUE® OF SALT LAKE CITY

Article 8 Standing and Special Committees

8.03 Appointive Standing Committees

(d) Member Services Committees.

(1) Events and Education. This committee shall be composed of the Chair and members as deemed necessary to plan member education and social events and activities, including regular meeting speakers, luncheons, and the annual meeting.

The Chair shall:

1. Attend Member Services Committee meetings.
2. Conduct Events and Education Committee meetings as needed.
3. Appoint committee members as deemed necessary to plan member education and social events and activities, including regular meeting speakers, luncheons, and the annual meeting.
4. Oversee planning of workshops, seminars, speakers and cultural/community activities for the education of Board members, committee chairmen, and general membership.
5. Secure location and contract for desired dates for the holiday luncheon and annual meeting far enough in advance to optimize chance of attaining committee's preference for location and date.
6. Submit budget needs of the Events and Education Committee for the succeeding year to the Member Services Chairman by their requested deadline.
7. Submit all receipts/invoices/vouchers for expenses incurred by the committee to the Member Services Chairman in a timely manner.
8. Assist the Member Services Chairman in educating and encouraging members to attend the annual National Conference and in promoting National Assistance League educational workshops, publications and social media.
9. Be familiar with chapter Bylaws, Standing Rules, and Policies to accurately educate members.
10. Provide for an "Inspirational/Educational Moment" and assign a member to lead the Pledge of Allegiance at each regular meeting if desired by the current Board/membership.
11. Discuss job description changes with Third Vice President/Member Services Chairman prior to submission to Bylaws Chairman in accordance with Bylaws 8.02 (g).

Technology Requirement: MS word, email