



PTCREW

PIEDMONT TRIAD COMMERCIAL REAL ESTATE WOMEN

A chapter of CREW NETWORK®

SPECIAL EVENTS COMMITTEE RESPONSIBILITIES

(August 17, 2015)

Goal

Plan special events, to include Coffee Connections, CREWtini Mixers, Hard Hat Tours, and Holiday Party in accordance with calendar set by the President – 5 to 6 events per year

Tasks

- 1) Reserve location and food/beverage
- 2) Communicate with and get commitment from speaker/presenter (if there is one)
- 3) Register speaker/presenter
- 4) Provide the following information to the Public Relations Committee: bio and headshot of speaker, title and topic of presentation, and the date/time/location of program
- 5) Communicate with committee and meet at least 4x per year in person
- 6) Delegate tasks to committee members
- 7) Provide monthly committee report prior to Board of Director meeting
- 8) Provide consistent Board liaison to attend Board meetings

Timeframe

- Assisting previous year committee for November and December
- January through October of the following year

Other

- Committee Chair passes all information in an organized fashion to new committee chair (suggest a notebook or binder)
- All recent information to be saved on Dropbox (log in and password to be provided by secretary or President)