Special Events Chair Responsibilities

Functional Overview:
To plan and implement events & programs that raise funds to expand Kindah’s mission. Manage all the activities of the Special Event Committee and Program Committee.

- The Chair shall:
  - Chair meetings of the Committee with Board & Committee Chair.
  - Make sure committee prepare and present a budget for approval by the Executive Committee and the board before an event or function can be finalized.
  - Make sure committee prepare a cost analysis summary updating budgeted costs with actual expenses, revenue, and member/guest participation after each event, and turn in to board treasurer.
  - Help recruit members to serve on the Programs and Special Events Committee.
  - Assist members of the committee as needed or requested.
  - Coordinate efforts with other board members to best serve the membership.
  - Contact potential speakers and make arrangements for selected meetings/events.
  - Write articles and create other promotional materials describing scheduled programs.
  - Coordinate with the speakers and the meeting location to ensure all equipment, food and other needs are met.
  - Make sure venue is suited for event.
  - Review all preparations for meetings to ensure that meetings run smoothly.
  - Review programs evaluation forms to plan future events.
  - Coordinate with Executive Director/President/Board of Directors prior to luncheon/symposium on speaker and their Bio.
  - Make arrangements with hotel for monthly meetings. Work with hotel staff to resolve issues.
  - Coordinate ongoing committee meetings and fosters an environment that encourages creativity and the development of new and exciting ideas.
  - Make sure each event/workshop have enough volunteer assign.
  - Attend and participate in all scheduled board and conference meetings.
  - Participate in the development and implementation of short-term and long-term strategy planning for Kindah™ Foundation.
  - Make sure all contracts pre-approved by the Executive Committee. Only specific members of the Executive Committee have signature authority on behalf of Kindah™ Foundation.
  - Present program plans to Executive Committee for approval on an annual basis.
  - Provide ongoing motivation for committee members, insuring that work is progressing and enthusiasm is high.
  - Ensure that communication between committee members is active, productive and positive.
  - Send “thank you” letters or notes to all individuals and businesses providing sponsorship, in-kind donations, volunteers, committee member etc.
  - Recruit additional committee members. Help determine type of event/program.
  - Soliciting silent and/or live auction items. Soliciting individual and corporate sponsors for the event, gala, workshop, seminars, summit, scholarship etc.
  - Planning for food, beverage, and entertainment. Recruiting and coordinating event volunteers.
  - Event set-up, production and clean-up. Event promotion and publicity.
  - Work with Finance Director/Finance Chair to manage and adhere to approved budget.
  - Work with the educational committee to develop educational workshops.
  - Follow up with emails, faxes and phone calls.
  - Assist board with other projects as requested.

Committee chairs are asked to prepare a written annual report toward the end of a calendar year (December), outlining the major activities and issues that were covered during the year. At the end of each Chair term the data will be presented to the incoming Chair.

QUALIFICATIONS
Organizational, time management, leadership, and administrative skills. Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector.

COMPETENCIES AND EXPECTATIONS FOR A BOARD CHAIRPERSON
1. Service in a leadership position of the board (e.g., committee chairperson or Executive Committee member)
2. Demonstrated leadership and involvement in the community.
3. Respected by board members, the CEO and key stakeholders.
4. Ability to effectively lead the board in dealing with difficult issues.
5. Willing and able to commit time to leadership of the organization.
6. Ability to communicate, listen and seek others' input.

TERM OF OFFICE
One (1) Year

TIME COMMITMENT
- Average 10 hours per month.
- Miss no more than 2 board meetings annually.
- Highly encouraged to attend all events, and other functions as necessary.
- Board members are eligible for re-election once their term is up.
- Attend all meetings & conferences.

TO APPLY:
Applicants must apply online at the http://www.kindahfoundation.org submitting a full resume and a cover letter. Cover letter is required and should highlight applicant’s specific qualifications for this position and why this job is of particular interest. Applications without a cover letter will not be considered.