

“Event Planning & Organizing Committee”

Purpose: To identify, plan and organize Triad events, to include identifying and scheduling Triad members and volunteers to support the event. NOTE: The Committee Lead will provide all necessary training.

Point of Contact for Guidance: Committee Lead, Chairperson and Vice-Chair

Responsibilities:

- Plan function/event, identify location/venue, identify needed support, coordinate internally, and brief Advisory Board and membership on planned activities. Work with Marketing/Public Relations Committee Lead to identify a possible event sponsor, such as, community businesses, organizations, to include, churches, and social service agencies.
- Represent Triad at community events & meetings.
- Identify and recruit Triad members in sufficient numbers to support planned events.
- Maintain good working relationships with existing and potential community partners.
- Work in coordination specifically with Marketing & Public Relations Committee, other Triad Committees to develop appropriate media materials, such as flyers, press releases, etc.
- Recruit and maintain list of potential partners and local media sources.
- Assist in the development of promotional materials, such as flyers in support of planned events. Brief Advisory Board and membership during bi-monthly meetings.

Desired Qualifications:

- Good writing and oral communication skills and ability to get along with others.
- Good planning and organizational skills
- Reliable transportation, valid driver’s license, and clean driving record
- Proficient with use of the computer, the internet, Facebook, and email.

NOTE: Committee Lead coordinates all planned efforts with Chairperson and Vice-Chair.