

Manage logistics, including: Select and reserve venue; plan menu and manage special meal requests; determine cost of event; confirm number of attendees with venue prior to event; review invoice for event and prepare and submit request for payment from Treasurer; follow up with venue to confirm they have received payment. Coordinate with committee member in charge of event to ensure speaker/panel member needs are met, e.g. how they are getting to venue, their audio/visual needs. Confirm event schedule with Co-Chairs, coordinate room setup and AV needs. Coordinate with Sponsorship Committee for updated sponsorship list for PowerPoint presentation. Responsible for running PowerPoint presentation for sponsorship slideshow and program slideshow if applicable. Store and bring projector and CREW Nashville banner(s) to each appropriate monthly event.

- Prepare a monthly report for the Board Consent Agenda.
- Provide a list of Committee accomplishments to be presented to members during membership meetings and/or retreats as directed by President or President Elect.
- Attend any Member Retreat and/or Board Retreat
- Additional responsibilities as included in CREW Network playbooks.

PROGRAMS DIRECTOR

The mission of the Program Committee is to develop and implement programs and events targeted to Members and prospective members. Responsibilities include:

- Serve as Program Director for CREW Nashville Board of Directors.
- Identify Assistant Director to assist in leading the Program Committee activities and present for nomination and confirmation by Board of Directors.
- Assemble the Program Committee; hold regular committee meetings which provide opportunities for networking, learning and leadership for all committee members.
- Develop/review for Board approval the committee guidelines to set goals and actions steps in accordance with the strategic plan when requested by the Board.
- Prepare a committee budget for Board approval (typically in the Fall of each year). Track costs.
- Prepare an annual calendar/program content for Board approval (typically in the Fall of each year). Any changes to event content or budget expenses must be approved by Crew Nashville President.
- Assure programs are planned by a committee member or members per the Program Committee Guidelines, including content, logistics, registration and follow up survey (as needed) after event takes place. Coordinate with committee member(s) who are taking the lead on a specific program event to provide feedback and guidance. Request program event registration links from Administrator.
- Purchase gifts for speakers and send thank you notes.
- Coordinate with the Sponsorship and Membership Committee on a regular basis. Coordination includes but is not limited to providing sponsorship benefits, assuring sponsorship recognition at events, assisting with sponsor-only events and membership drives, and for certain signature events.
- Coordinate with Communications to keep the events page of the Chapter's website up to date. Provide web updates and email blast information to the Communications Committee as needed, typically on a monthly basis. Coordinate with Communications Committee for press coverage as appropriate.
- Maintain and update the CREW Nashville Events Calendar for all Committees.
- Ensure the Event Checklist is completed (as needed) in advance of each event.
- Attend any Member Retreats and Board Retreat.
- Additional responsibilities as included in CREW Network playbooks.

Coordinate Volunteers to:

Manage registration, including: Keep nametags up to date with current company information, committee information, and sponsorship information. Assemble nametags for members and guests attending monthly events. Work the registration table and arrange for appropriate coverage; complete member and guest sign in and process walk-in and on-site payments. Provide administrator with the number of members and guests who attended an event and the "pay at the door" slips by updating the registration spreadsheet and adding names of walk-ins. (Administrator tracks advance payments). Track event registration information—number of attendees, walk-ins and no-shows—for inclusion in monthly Board report, calendar and committee meeting agenda.