

Nominations Committee Member

Overview

Under the direction of the AVP of Regional Events (“Committee Manager”), Committee Members shall perform tasks that support goals defined in the Committee Charter.

Responsibilities

Member roles and responsibilities will be defined and communicated by the Committee Manager and may include but are not limited to:

- Event Planning
 - Identify program and topics of interest.
 - Identify and recruit speakers, panelists, facilitators.
 - Schedule topics and presenters providing information to other Committee Members.
- Logistics Planning
 - Identifying and scheduling host facilities.
 - Identifying, procuring, and ensuring any meeting supplies are in the meeting space when needed.
- Communications Planning
 - Draft communications content.
 - Build communications schedule.
 - Coordinate with GBC central resources to ensure communications are posted and distributed in a timely fashion (website, email, LinkedIn, etc.).
- Membership Liaison
 - Liaison to GBC Membership Committee to ensure comprehensive understanding of membership policies and procedures.
 - Serve as regional “expert” on non-member and member inquiries.
 - Escalate membership inquiries as appropriate to AVP.
 - As membership registration policies may differ from region to region, the Membership Liaison will confirm policy with the AVP and ensure compliance across the Regional Events Committee.
- Actively participate in regular committee meetings as established by the Committee Manager
- Interface with resources within other committees to leverage existing resources to support the Committee’s goals (such as Membership Committee, Communications Committee, etc.)
- Participate in and contribute to ongoing continuous improvement efforts.

Qualifications

Required:

- GBC Members in Good Standing. Members in Good Standing of other chapters may also be eligible to volunteer subject to approval of Committee Sponsor on a case-by-case basis.
- Excellent organization, planning, and managerial skills
- Excellent written and verbal communication skills
- Proactive self-starter

Desirable:

- CBAP or CCBA certification
- Project management experience or PMP certification
- Non profit business experience

Reports To: AVP of Regional Events

Fiduciary Responsibility: Work within guidelines communicated by Committee AVP.

Supervisory Responsibility: Subject to and dependent upon role.

Length of Term: Minimum of one program year, renewable annually

Time Commitment: 5 - 15 hours per month, incl. attendance at GBC events and Committee meetings