

Committee General Information	
Committee Title	Regional Events Committee
Committee Manager	AVP of Regional Events
Committee Sponsor	President
Date Submitted	December 1, 2012
Date Approved	December 13, 2012
Charter Effective Date	December 13, 2012
Charter End Date	In perpetuity, terminated only if revoked by vote from the IIBA GBC Board of Directors

<p><b>1. Committee Purpose</b></p>	<p>A Regional Events Committee shall be appointed by the BOD and shall consist of at least one AVP and 1 other member, who may be an officer, non-officer or Chapter member in good standing.</p> <p>The Regional Events Committee shall plan and offer regional events for GBC Members and the Business Analysis Community in accordance with established GBC policies and procedures, and with approval from the Committee Sponsor.</p> <p>Regional events will be defined as events that are held greater than 40 miles from Boston, MA, and that are not planned by the Chapter’s Event Committee. These events shall offer value to GBC Members and the broader community who may not otherwise be able to physically attend core events offered by the Chapter.</p>
<p><b>2. Performance Expectations for Committee Members</b></p>	<p><b>Accountability:</b> Committee members are expected to carry out actions in accordance with GBC bylaws and rules of conduct</p> <p><b>Authority:</b> Regional Events activities undertaken on behalf of the GBC that exceed authority granted within this charter must be authorized in advance by the Committee Sponsor.</p> <p><b>Meeting Attendance:</b> Committee members are expected to attend all regularly scheduled meetings of the Regional Events Committee. Attendance at monthly GBC meetings and other GBC-sponsored events is strongly encouraged.</p>

<b>3. Committee Responsibilities</b>	<p>The Regional Events Committee will be responsible for all aspects of the event planning and execution process for Regional Events as defined in <i>Section 2. Committee Purpose</i>, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Identifying and scheduling speakers/panels/facilitators.</li> <li>• Identifying and scheduling host facilities.</li> <li>• Create communication plans including both content and timelines working with the appropriate Chapter Committees and resources to ensure events are posted and there is timely distribution of information to members and the community.</li> <li>• Manage all “day-of-event” activities associated with running these events.</li> <li>• Comply with established GBC policies and procedures.</li> <li>• Work to ensure high quality events and proactively work with the Committee Sponsor to seek advice, resources, and communicate on issues and accomplishments on an ongoing basis.</li> </ul>
<b>4. Budget</b>	<p>This committee has a budget not to exceed \$250. The AVP of Regional Events should report on financials to the Sponsor and Chapter Treasurer a minimum of once per quarter. Any funds required over the specified limit are subject to approval by the Committee Sponsor in advance of any spending.</p>

<p><b>5. Committee Composition &amp; Criteria</b></p>	<p><b>AVP of Regional Events:</b> The AVP of Regional Events will coordinate with the Committee Sponsor to identify, vet, and select qualified candidates for the Nominations Committee. They will be responsible for all day-to-day operations while continuously seeking to identify and execute on improvements.</p> <p><b>Volunteer, Regional Events Committee:</b> Volunteers on the Nomination Committee will be organized and support required functions as designated by the AVP of Regional Events. This should include a minimum of one (1) person, however may include as many volunteers as deemed appropriate by the AVP of Nominations. Possible roles may include:</p> <ul style="list-style-type: none"> <li>• Event Planner <ul style="list-style-type: none"> <li>○ Identify program and topics of interest.</li> <li>○ Identify and recruit speakers, panelists, facilitators.</li> <li>○ Schedule topics and presenters providing information to other Committee Members.</li> </ul> </li> <li>• Logistics Planner <ul style="list-style-type: none"> <li>○ Identifying and scheduling host facilities.</li> <li>○ Identifying, procuring, and ensuring any meeting supplies are in the meeting space when needed.</li> </ul> </li> <li>• Communications Planner <ul style="list-style-type: none"> <li>○ Draft communications content.</li> <li>○ Build communications schedule.</li> <li>○ Coordinate with GBC central resources to ensure communications are posted and distributed in a timely fashion (website, email, LinkedIn, etc.).</li> </ul> </li> <li>• Membership Liaison <ul style="list-style-type: none"> <li>○ Liaison to GBC Membership Committee to ensure comprehensive understanding of membership policies and procedures.</li> <li>○ Serve as regional “expert” on non-member and member inquiries.</li> <li>○ Escalate membership inquiries as appropriate to AVP.</li> <li>○ 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.</li> </ul> </li> </ul> <p><i>Regional Events should be scheduled and with all communication content completed a minimum of two (2) months prior the event. This ensures sufficient time to schedule communications and integrate with other chapter communications already scheduled.</i></p>
<p><b>6. Associated Job Descriptions</b></p>	<p><b>Leadership:</b> AVP of Regional Events  <b>Members:</b> Volunteer, Regional Events Committee  <b>Other:</b> N/A</p>