



EVENT CHAIR JOB DESCRIPTION

Position Summary:

Chair is responsible for ensuring the successful completion of the Event.

Accountable to:

CnC National Staff

Responsibilities:

- Coordinate with all Committee Chairs and ensure they are getting things accomplished professionally and efficiently
- Ensure timeliness of all tasks
- Handle any situations (positive and negative) that arise
- Act as the spokesperson for Local CnC
- Coordinate with the advisor and Committee regarding past practices and operations. Upon request, assist members in performing their responsibilities.
- Schedule, plan, and attend majority of Committee Planning Meetings.
- Design and solicit Event Evaluation for attendees.
- Make announcements at Meetings or other functions, as needed
- Attend Local CnC Events
- Participate in the development and implementation of strategic short-term and long-term planning for Local CnC
- Complete other assignments as needed

Revised 11/2014