



PWB Events Committee

The Mission of the Events Committee is to be the planning arm for any events involving the PWB, beyond meetings. Events could be planned to benefit the group by networking, education, or for bonding.

Objectives:

- To add value to a member's relationship with PWB and its members by providing specialized events to expand their professional knowledge and contacts.
- To develop a monthly and/or yearly calendar of events-including, but not limited to, an annual PWB event, professional/business focused events, and networking events.
- To continue to improve and come up with new ways to attract members to events
- To expand PWB member's network by identifying events that could meet member needs
- To help select speakers, locations, activities, and topics for events
- Oversee the entire event and planning process
- Establish a task management schedule
- Communicate responsibilities and ensure objectives are met
- Establish budget and maintain financial controls (if necessary)
- Potentially assist with establishing/developing sponsor opportunities
- Provide information for local industry events of other HBRA members

Committee Co-Chairs:

- Conduct committee meetings and foster an environment that generates new and exciting ideas
- Provide leadership by orchestrating the overall planning
- Act as the spokespersons for the entire committee – articulating the goals and progress of the event planning and development by providing an evaluation to the organization's executive members
- Motivate committee members by providing guidance as needed
- Generate content for social media of the activities, to be communicated to Communications committee
- Report progress to board through liaison

Communications: Event Information and activities to be sent to and coordinated with the Communications Committee. Information shall be sent to the Communications Committee by Monday at noon, or as needed.