

## Committee Chair Duties

1. Planning Events
  - a. Develop ideas with the input of committee members
  - b. Determine availability of artists
  - c. Check to see if venue is available and reserve if needed
  - d. Check to make sure the event doesn't conflict with other major events
  - e. Fill out the Proposal packet completely (including the promotional and technical requests.)
  - f. Propose the event to the board and support its passage. Make sure you are prepared to answer questions about the proposal and have CD/DVD or web link available to share at the Board meeting.
  - g. Identify Learning Outcomes for each event.
  
2. Promoting the Event
  - a. Develop a promotional plan with the help of the EC, the Promotions chair, and the committee members.
  - b. Have posters/flyers up 2 weeks in advance
  - c. Have sheet signs up 1 week in advance (register with SGA first). Sheet signs should be down 2 days after the event.
  - d. Handout word of mouths the day before and the day of the event
  - e. Understand that **you are ultimately responsible** for the promotions getting up and out. If your committee doesn't get it done, you must make sure it gets done in a timely manner.
  
3. Implementing Events
  - a. Go over the contract to see what the artist requires and make plans to acquire anything needed in the rider. (Get with Heather for anything that needs to be purchased.)
  - b. If door prizes are appropriate, contact the EC and develop a plan
  - c. Delegate responsibilities to the committee and FOLLOW UP!
  - d. Prepare artist introduction including upcoming events and cell phone/camera warnings
  - e. Make arrangements for event assessment. Results will then be given to the President, Advisors, and the committee chair.
  - f. Fill out JP event evaluation forms immediately after the event and turn in to advisor
  - g. Discuss evaluation with committee members to improve upcoming events
  
4. Developing and Motivating a Committee
  - a. Follow up on all committee member interest forms
  - b. Contact committee members who miss meetings
  - c. Schedule and hold regular committee meetings. Set an example for the committee members by being dependable. If your meeting is canceled for some reason, let Matt or Heather know.
  - d. Solicit input from committee members about event ideas

- e. Share committee responsibilities with members, and follow up to make sure everything is getting done.
  - f. Assign specific titles and responsibilities to committee members (1<sup>st</sup> Asst., hospitality asst., promotions asst., secretary etc.)
  - g. Recognize the accomplishments of the committee members and thank them for their work!
5. Being a productive member of the JP Board
- a. Attend all weekly JP Board Meetings (after 2 unexcused absences, you are dismissed from the board). If you cannot attend a meeting, have your 1<sup>st</sup> assistant come in your place. Excused absences include illness, class, and meetings with faculty, but the absence must be discussed with an advisor or the President before the meeting is missed.
  - b. Come to the meetings prepared to discuss what you and your committee are working on. Bring your planner/calendar and something to write with to every meeting.
  - c. Consider carefully the proposals brought up before the board and take part in the discussion of the proposal
  - d. Keep personal chit-chat to a minimum at Board meetings
  - e. Strongly encouraged to support other chairs by attending five (5) events in addition to your own and helping with promotional efforts.
  - f. Treat other board members with respect, just as you would want to be treated.
  - g. Be responsible for the promotion of the events your committee is sponsoring.
  - h. Ask for help when you need it. Don't wait until the last minute when it is too late.
  - i. Post and keep office hours.
  - j.** Be prepared to talk to agents intelligently. Know what dates and venues are available before you call. Use the agent contact sheet when talking to agents. **Return all phone calls.**
  - k. Turn in Committee Report Forms and Proposal packets on time (in order to be discussed at the weekly EC meeting)
  - l. Carefully consider and prepare your Semester Budget Request. Be as thorough as possible. If the event is a repeat of one we have done in the past, check the permanent event file (in JP office) to see what the actual expenses were. Remember that there is only so much money to go around, and each committee will be vying for the same dollars you are.