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**Events Committee Chair & Vice Chair**

**Committee Description:** The Events Committee is responsible for planning the Signature Events (Power of the Purse and Leadership Breakfast) associated with the WIP initiative and may actively work with other appropriate committees to assist in event implementation.

**Principal Responsibilities:**

* Plan, organize, and secure sponsorships and donations for the **Power of the Purse** event, to include organizing sub-committees for the auction, food and beverages, purse donations, announcer, decorations; and a volunteer committee to secure volunteers for set-up, registration, payment, clean-up, and photography
* Plan, organize, and secure sponsorships for the **Leadership Breakfast** event, to include organizing sub-committees for the event location and food and beverages, speaker, and program

**Leadership Roles**

* Chair:
	+ Organize and facilitate committee’s activities with input from the committee, WIP Director, and final vote from Executive Committee
	+ Conduct committee meetings regularly
	+ Facilitate all committee action items, delegating and monitoring tasks in a timely manner
	+ Report committee’s activities to the Executive Committee monthly at meetings
	+ Disperse relevant information and upcoming WIP and UWM events to the committee
	+ Recruit () active WIP members to serve on the committee
* Vice-Chair:
	+ Schedule meetings on behalf of the Chair with members and WIP Director
	+ Attend monthly Executive Meetings and provide committee report in the absence of the Chair
	+ Conduct committee meetings in the absence of the Chair
	+ Keep meeting minutes that are then emailed within 2 days to the committee members, WIP Director, Executive Committee Chair, and Vice Chair
	+ Chair-elect for following year, unless otherwise discussed

*I have read the duties of the WIP Events Chair and Vice-Chair, and I agree to serve to the best of my ability as a leader of Women in Philanthropy during the 2023-2024 fiscal year.*

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Signature Date