

Events Coordinator

This committee member (or members) works with the chapter chair and other members to help solicit ideas and help brainstorm event ideas for the chapter. These can include but are not limited to programs, volunteer events, salons, happy hours and parties, networking events, and tours/speakers/films/other special events. Responsibilities in this area include:

- identifying and reserving spaces to meet
- working with caterers as needed
- ensuring that events stay within the chapter's budget
- setting the requisite fees for members and non-members
- identifying and acquiring event sponsorships when possible
- determining event scheduling and day-of timelines
- soliciting post-event feedback when appropriate (via Survey Monkey or similar tools)

The events chair is simultaneously responsible for spreading the word about upcoming events to both members and non-members of SLA, including publishing to Eventbrite, SLA Connect, and working with other members of the communications and/or public relations committees to post to Facebook and the SLA website. Library school students should be encouraged to attend whenever possible and event planning should be coordinated with the student liaison. In the event that students or other members are offered free attendance in exchange for a meeting summary, the events chair should ensure that the summary is shared with and distributed to the Communications team as well.

Other duties include serving on the Advisory Board, attending all meetings (approximately 3-4/year), and writing a summary of chapter events for the annual report. The time commitment is approximately 2-5 hours per month (very occasionally higher than 5 hours if a month contains a larger event requiring more detailed planning), and the term lasts for one year unless desired to serve longer.