



Victor Valley College District Foundation

Policy # JD2.1

Job Description: Events Committee

COMPOSITION:

Number: Three or more members per committee including at least two current members of the Board of Directors serving on each.

Capacity of Committee Members: Members of an Events Committee will be members of the Board of Directors, Friends of the Foundation or community volunteers deemed to have expertise related to the specific event the committee is charged with producing.

Chair: Any member of the Foundation Board of Directors or Friends of the Foundation in good standing who is elected to serve as Chair by the members of the committee at their first meeting or otherwise appointed by the Vice President of Resource Development.

QUALIFICATIONS:

Committee members shall be committed to promoting the mission of the Foundation, demonstrate an altruistic interest in the specific event the committee is charged with producing, and when possible, have demonstrated expertise (i.e. event planning, sales and marketing, subject area knowledge) to enhance the event's success.

ROLE STATEMENT:

Event committee(s) produce and promote fundraisers and other events to support the mission of the Victor Valley College Foundation. Each event may have a dedicated committee governed by this job description.

DUTIES:

Events Committee Members will:

- Schedule and produce events such as the Alumni Hall of Fame & Distinguished Service Awards or the High Desert Economic Summit.
- Solicit sponsorships, secure donations, sell tickets, etc to underwrite production and meet / exceed fundraising goals of the event.
- Promote the event to generate recognition for the Foundation, College, event sponsors, and honorees, etc.
- Develop a budget and monitor financial performance to maximize net proceeds in support of the Foundation mission.
- Acknowledge sponsors, donors, volunteers and others associated with the event production.
- Manage risk to minimize liability to the Foundation or College which may result from the event.
- Perform other duties required to implement a successful event as identified in a specific event plan.

LIMITS OF AUTHORITY:

Events committees shall comply with all Foundation policies and forward recommendations to the Executive Committee with a proposed budget whenever applicable.

REPORTS TO: Vice President of Resource Development

FREQUENCY OF MEETINGS: As needed

STAFF SUPPORT TO COMMITTEE: Designated Foundation Staff

Adopted: 5.11.16

REV: 5.11.16