**Position Description for Members of the:**

**Cultivation Subcommittee**

Submitted to: Cheri Parnham on May 13, 2013

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**Rutherford CABLE**

**Cultivation Subcommittee**

**Position Requirements**

*Summary of Position*

A member of the Cultivation Subcommittee plans and organizes informal, unique events that provide Rutherford CABLE members opportunities to build relationships, have fun, and network, outside of traditional meetings and tools. The Cultivation Subcommittee is a sub-group of the Networking Committee

**Detailed Description of Subcommittee Duties:**

* Members of the Cultivation Subcommittee are responsible for carrying out the actions needed for successful completion of events intended to cultivate relationships that are in accordance with the goals and objectives of Rutherford CABLE.
* The following is an example of the flow of duties a sub-committee member could follow in order to accomplish her responsibilities:
  + Conceptualize event ideas
  + Propose event ideas to Networking Chair
  + Gain alignment with any business for cost, timing, and logistical matters
  + Complete a marketing form to advertise the event on Rutherford CABLE website, which would include pertinent event information as well as any alignment gained with cooperating businesses and/or organizations
  + Secure payment from Rutherford CABLE Treasure
  + Purchase snacks and other supplies with allotted moneys from Rutherford CABLE Treasure
  + Host, greet, and recognize Rutherford CABLE corporate sponsors
  + Stand as the contact for all things associated with each event, including special needs, questions, and registration issues.
* Members of the Cultivation Subcommittee are responsible for ensuring that a diverse range of events are offered in order to meet the varying needs of Rutherford CABLE members. Members of the Cultivation Subcommittee must:
  + Be able to organize events
  + Gain alignment with business and/or organizations
  + Purchase event supplies while staying within the bounds of a limited budget.
* In addition, Members of the Cultivation Subcommittee also serve as active members of the Rutherford CABLE Networking Committee. As such, members will be required to:
  + Attend Networking Committee meetings, in addition to any meetings planned by the Cultivation Subcommittee
  + Present ideas and report results and feedback to the Networking Committee
  + Contribute to the overall goals of the Networking Committee (Information regarding the “Networking Committee” can be found under the “CABLE Committee” tab at the Rutherford CABLE website).

**Sub-Committee Member Requirements**

*Knowledge*

* Knowledge of other committees within Rutherford CABLE.
* Knowledge of how to plan and organize networking events.

*Skills*

* Organized in planning and hosting networking events.
* Interpersonal savvy skills.
* Creative planning on unique event ideas.
* Able to market and advertise networking events.

*Abilities*

* Able to work with a team
* Able to be flexible
* Able to meet deadlines
* Able to persistently follow-up

*Other Characteristics*

* Commitment to Rutherford CABLE, including its goals and objectives.
* Has a positive affect toward participating in additional meetings.
* Acts as a team player within group.

**Committee Description Updated:** 11/19/12