

**Position Description for Members of the:**

**Social Events Committee**

Submitted to: Cheri Parnham on May 13, 2013

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**Rutherford CABLE**

**Social Events Committee**

**Position Requirements**

*Summary of Position*

A member of the Social Events Committee coordinates two events per year for Rutherford CABLE. Specifically, the charge of the Social Events Committee is to create Social events for sponsors and members that will help guide professional and personal development through involvement, engagement, and relationship building. The Social Events Committee works with the sponsor of events and the Marketing and Networking Committees to design two Social events annually in addition to other regularly scheduled events. These events are typically Social interest focused and provide additional networking opportunities for members of Rutherford CABLE. The Social Events Committee is a sub-group of the Networking Committee

**Detailed Description of Subcommittee Duties:**

*Plan 2 events per year.*

* The Social Events Committee Chair must first identify an event idea and then propose that event to the Networking Chair. The Networking Chair will submit to the Board for approval.
* The Social Events Committee will then need to gain alignment with the businesses involved for fees, dates and times.
* The chair will then fill out the marketing form to advertise the event on the Rutherford CABLE Website.
* The Social Events Committee will act as the event liaison
* The Social Events Committee will take care of all planning related to the events
* The Social Events Committee is responsible for executing the event including but not limited to: Hosting; Welcoming attendees; Recognizing the Rutherford CABLE corporate sponsors

Relevant Skills Required

* Active Listening
* Effective Speaking
* Time management
* Coordination
* Decision making
* Commitment
* Project management
* Budgeting/Financial management
* Fundraising
* Critical thinking
* Service orientation
* Monitoring
* Communication
* Organizing events
* Community engagement
* Advocacy and networking

**Time Commitment**

* Attend meetings
* Dependent on events being planned
* The time required to organize, plan, and execute bi-annual Social Events

**Past Events:**

Speed Networking Event held at a local hotel during lunch in the spring

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