

## Women's Leadership Network Job Description-updated July 14, 2008

Position: **Special Events Chair**

Term: Two (2) years

Tenure: Can serve up to three (3) consecutive terms.

Duties:

- 1) The Special Events Director's term of office is two (2) years.
- 2) The Special Events Director attends monthly Board meetings. A minimum of nine (9) are required per year. If for any reason she cannot attend the Board meeting, she should pass on any pertinent information to another board member to bring to the meeting. It is requested to attend as many monthly meetings as possible.
- 3) The Special Events Director is asked to promote WLN, support and encourage members of the board, committee members, and the entire WLN organization.
- 4) The objective of the Special Events Director is to plan specific special events and create committees to help in planning major yearly events to include the May annual meeting, September Annual Leadership Conference, December Christmas luncheon and any other special event that would not fall under programming.
- 5) The Special Events Director should make sure events are confirmed and in place at least three months in advance.
- 6) The Special Events Director is responsible to keep the Board aware of all necessary information and status of events, committee meetings, budgeting, etc.
- 7) At the end of her term of office, the Special Events Director will turn over all documents, files etc. pertaining to her office to her predecessor. She will be available to answer questions during a transition period.

2007-2009-Marice Rowan

2004-2007-Wendy Wheelock