

**Position:** Director - Special Events  
**Term:** Two (2) Years  
**Tenure:** Can serve up to three (3) consecutive terms  
**Updated:** January-11

- 1) This position attends every monthly Board meeting. 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.
- 2) This position is asked to promote WLN, support and encourage members of the Board, committee members, and the entire WLN organization. She should attend as many WLN functions as possible.
- 3) The Special Events Directors plans specific special events, including the Annual Meeting, Annual Conference, Holiday Luncheon, Golf Outing and Women of Achievement Event. She is responsible for the creation and oversight of committees, serving as Co-Chair of them, to assist in the event planning. She is responsible to keep the Board updated as to the progress of the event planning, and to obtain Board approval for costs.
- 4) The Special Events Director should assist the Treasurer in preparing an annual Board approved budget covering meals and speaker costs for noted Special Events at the beginning of each year, in order to facilitate her planning.
- 5) The Special Events Director will arrange for Special Events locations and meals, utilizing member facilities when possible.
- 6) The Special Events Director should seek potential Special Events speakers at least 4 months in advance and present them to the Board for approval before committing. These speakers should be uplifting and informative.
- 7) The Special Events Director will contact each potential Special Events speaker and, once confirmed, will follow through with each speaker. This includes sending a confirmation letter on date/time/program topic, as well as requesting a photograph/biography and a description of the presentation to include in the monthly newsletter and website. She should also promote selections at the monthly meetings.
- 8) The Special Events Director should confirm each Special Events speaker one week prior to the event. She should be the primary contact for the speaker, meeting the speaker at the luncheon, assisting with speaker needs, and joining them during the meal. She should introduce the speaker to others at the table and make them feel comfortable. She should introduce the speaker at the appropriate time (unless there is another board volunteer to do this), thank them, and arrange for the compensation of the speaker (either payment or donation to their favorite charity).
- 9) At the end of her term of office, this position will turn over all documents, files, etc, pertaining to her office to her successor. She will be available to answer questions during a transition period (up to 3 months).

2012-2010 Lynne Hager  
2010-2008 Marcie Rowan  
2007-2006 Combined with Programming