

## ANNY Events Committee

### **PURPOSE**

The Events Committee of the Assessment Network of New York (ANNY) is responsible for planning and executing all events held by ANNY. The full committee is likely to create work groups that tackle specific events or tasks. This committee is chaired by the Events Chair, a Board member elected specifically into this role.

### **ROLE OF THE EVENTS COMMITTEE**

- Determine the location and timing of ANNY events, including at a minimum the annual Spring Conference and a one day fall Regional Event.
- Recruit speakers and/or administer a call for proposals for each event.
- Determine from submitted proposals and recruited speakers the program of each event.
- Research and pursue vendor and sponsorship opportunities to help financially support ANNY events.
- Handle all the logistics of events, including rooms, catering, signs, registration, and supplies.
- Play a primary role in creating communications to contacts and members about events.

### **COMMITTEE ROLES/POSITIONS**

The Events Committee will include both board members and non-board volunteers.

- The Events Chair leads this committee.
- Ideally at least one other board member will be an active committee member.
- As many non-board volunteers as are needed to complete a task or run an event may also be recruited to this committee, at the discretion of the Events Chair.

In the course of completing these tasks, the Events Committee interacts and works with the Treasurer and President for budgeting and payment of expenses, and with the Membership Engagement Committee for communications and program planning.

## Likely Work Teams:

### Ad Hoc: Events Procedures Task Force

- In 2017-18 focus on creating some standard procedures, such as a timeline and procedures checklist that can be tailored and utilized for any event.

### Subgroup focusing on Spring Conference (including site selection)

- May require at least one person for local assistance; ideally someone local can assist with site selection, and then also help run the conference.
- ANNY is trying to complete site selection a 1.5 to 2 years ahead of the event dates.

### Subgroup focusing on regional event(s)

- Smaller one day events, currently held regularly each fall. Additional one day events are a possibility.
- Likely within the same year, site selection, planning the event, and running the event.
- Local assistance may be useful for regional events.