

# Special Events Chair

This position is an optional CAB position. This is one of the four (4) chairmanships that are recommended for the second vice president.

The special events chair and committee work with the education (program) chair and committee to present fun and learning opportunities that meet the needs of chapter members. The special events chair and committee usually have responsibility for those events that are not regular chapter programs/meetings. The division of duties between the special events chair and the education (program) chair is at the discretion of the CAB.

The special events chair and committee's responsibilities are to:

- Develop preliminary plans for an event and recommend to the CAB for approval.
  - Use the Program Production Budget Form on page C-12 first to plan the event and then to budget for the event once more details are known.
  - Develop detailed plans for the event and develop a budget, including:
    - Arranging for facility/locations.
    - Securing speakers and making their travel and hotel arrangements (use the Speaker Agreement on page A-7).
    - Making arrangements for other facilities, food, equipment, and personnel, as required.
    - Working with the publicity chair to develop publicity for the event.
    - Enlisting help from chapter members for the event, as required.
    - Implement the plans for the event.
  - If paying an individual (such as the speaker or a caterer) \$600 or more, provide information needed by the treasurer to file Form 1099-MISC.
  - Evaluate the success of each event and determine final costs, profits, attendance figures, and suggestions for improvements. Report this information at the next CAB meeting for the minutes and place the information in the files for future reference.
- See "Special Events" for examples of the types of events the committee might plan. A committee member might be asked to take the lead for a particular event.

## *Associated Topics and Information*

- "CAB Responsibilities," on page 8-2.
- "Education (Program) Chair," on page 8-11.
- "Form 1099," on page 9-13.
- "Special Events," on page 9-40.
- Program Production Budget Form, on page C-12.
- Speaker Agreement, on page A-7 and is downloadable from the Leadership Area of the ASG Web site at [www.asg.org](http://www.asg.org).