



Chicas Latinas de Sacramento **Events & Programs Committee Job Description**

Description

The Events and Programs Committee is responsible for developing, promoting, and facilitating Chicas Latinas de Sacramento's public and private events, local, programs, and resources that will educate and engage Chicas Latinas members, the public, government and school entities and the community at large. The committee will coordinate with the other committees to coordinate events calendar.

Board Linkage

The activities and decision making of the committee will be linked to the board through oral reports, and written minutes when necessary, by the chair and/or co-chair of the committee. The committee shall perform the following functions subject to and in conformity with Chicas Latinas de Sacramento's established mission and with the approval of the board of directors.

Committee Member Qualifications

- Familiarity with the mission of Chicas Latinas de Sacramento
- Interest in planning, implementing and promoting Chicas Latinas' mission, events and programs
- Availability of time to facilitate the goals of the committee

General Roles and Responsibilities

- Recruit additional committee members
- Help determine types of events and programs
- Actively participate and contribute to discussions and efforts
- Identify and solicit community partnership opportunities
- Identify and solicit community members to assist in programming goals
- Identify and solicit sponsorship opportunities
- Support delivery of programs as requested by coordinators
- Sell Tables / Tickets to Chicas Latinas de Sacramento Fundraising Events

Time Commitment

Attend a minimum of 6 in-person committee meetings in 2014
Attend a minimum of 9 in-person committee meeting in a calendar year
Attend required Chicas Latinas de Sacramento Fundraising Events

Programs Committee Chair/(Co-Chair): Job Description: responsible for overseeing all committee activities. Position reports to Board of Directors.

Approximate Hours per Month: 10-15



Specific Responsibilities:

- Lead the committee in developing, executing and updating the action plan to provide a wide variety of events, programs and educational opportunities that support the mission*
- Review (and update if necessary) this chart outlining current Members, Roles & Responsibilities
- Plan and lead committee meetings while sustaining frequent communication with committee members*
- Recruit committee members
- Attend 75% or more of Committee meetings (if unable to attend, prepare an alternate facilitator)
- Ensure compliance with the Chicas Latinas de Sacramento policies per bylaws
- Ensure Documents are posted on time (such as meeting minutes, annual action plan, commitment forms, monthly reports, and workshop summaries, if applicable)*
- Assembles annual committee budget
- Solicits event sponsorships
- *Co-Chair full-fills Chair responsibilities as needed**

Coordinators Job Description: The Coordinator plays a significant role in planning and executing programs and events, ensuring Chicas Latinas de Sacramento events and programs are well-coordinated. The Coordinator also acts as “host” for the event or program, encouraged to develop program or event specific teams to assist.

Approximate Hours per Month: 8-12

Specific Responsibilities:

- Coordinate all logistics of assigned event or program
- Attend and volunteer with day-of logistics for at least 50% of all events – not programs
- Coordinate volunteers as necessary
- Solicit for sponsorships for events in coordination with the Board of Directors, Sponsorship Committee
- Request assistance for graphics and promotions from the Marketing and Community Outreach Committee
- Participate in meetings providing progress, updates, and needs
- Collaborate with other Committee members to set policy and standards regarding programs



Mission Statement

To make a positive impact in both the Latin and Sacramento community by improving, connecting and embracing our culture and the community in which we call our home. (By... giving back to our community, utilizing our people and our culture to educate, inspire, and lead.)

Commitment:

I am interested in serving on the Events & Programs Committee for the Chicas Latinas de Sacramento. I am committed to upholding the Mission Statement and Goals of Chicas Latinas de Sacramento, and promise to work to develop, support and promote the mission, programs, and events.

Signature : _____ Date: _____

Required Information:

Name:

Address: Suite/Apt. #

City: State: Zip:

Office/Home Phone: Cell Phone:

Email:

Requested Committee/Role:

Please send this form to: Chicas Latinas de Sacramento, 2572 21st Street, Sacramento, CA 95818

For more information, please email: info@chicaslatinadesacramento.org