



## **POSITION DESCRIPTION & RESPONSIBILITIES**

### **POSITION:**

### **Special Events Chair**

### **POSITION SUMMARY:**

The Special Events Chair is responsible for Chapter's most successful annual events. The Special Events Chair is held accountable for the continued success and tradition of these special events.

### **DUTIES & RESPONSIBILITIES:**

- Manage the Chapter's major annual events utilizing groups of Special Events Volunteers, or event specific committees.
- Facilitate the planning, communication, and execution of the chapter's major annual events including, but not limited to: Annual Cub's Game, Wine Tasting, Red Tie Gala; Welcome to Chicago; etc.
- Collaborate with Miami University Alumni Association and Alumni Affairs staffs in managing the events' mailers, e-mail blasts, donor acknowledgements, and invitation address lists, as applicable.
- Create and maintain event templates for each event documenting how to put on each event, including, but not limited to: timelines, costs, best practices, contacts, time & materials, venues, key personnel, etc.
- Succession Planning: Ensure that the responsibilities of this position are effectively handed off to the next alum filling this position.