

THE BASICS OF EVENT CHAIRS AND COMMITTEES

Much of the volunteering that we do in Lions cannot be done by a single person alone. We have Chairs either volunteer or nominated with respective committees so that we can ensure that events can be managed successfully and comfortably by all its participants. Choosing to be a chairperson or part of a committee is both a rewarding and educational experience which can teach life skills that are easily transferable to situations that you may encounter in school, career, or personal life.

- a) Volunteering to be a Chairperson
 - a. Does not mean an unreasonable amount of work unless you want it to be
 - b. Allows you to interact with people on another level outside meetings
 - c. Is a way to challenge yourself with support of others
 - d. Allows you an opportunity to lead and demonstrate your abilities

- b) Setting Goals and Following Through*
 - a. Picking a charity to support and informing the public
 - b. Selecting the scope and goals of the event. (donation amount, service, fundraising, etc.)
 - c. Determine how to meet the scope and goals realistically
 - d. Determine a timeline to complete the scope/goals in smaller tasks

*Do some research into how well the events in the past fared. Were there any successes/failures that can be learned from?

- c) Sizing the Right Size of a Committee
 - a. From the scope of work, determine the level of complexity of the event (Getting sponsorship, organizing members at and before the event, communicating with the venue, charity relationship, ticket/flyers, etc.)
 - b. Choose a number of people to select from the club to adequately manage the complexity of an event/project.
 - c. Build the committee by approaching club members
 - d. Reassess the size of the committee after the planning/execution have started.

- d) Communicating between the Committee and General Members**
 - a. Meet regularly with you committee at or outside normal club meeting times.
 - b. Provide status updates on the committee's progress.
 - c. Determine the location, times, contact information, and schedule. Communicate this to the membership.
 - d. Enlist support for the event at meetings/phone calls/e-mail and follow up for confirmations.

**Help out the chair for next year and ensure that all the tools, notes, budgets, funds raised, etc. get saved for safe keeping.