

**Rocky Mountain Cable Association
Board of Directors
Events Executive Board Role**

DESCRIPTION

The Events role is an Executive Board position that provides the leadership for the entire event planning process. As the leader, recruits and motivates committee members and event volunteers and act as a spokesperson to the entire group. This includes the planning, execution and reporting of events produced to deliver the membership value proposition of the organization.

All Board positions are a 2-year commitment. Includes monthly board meetings, monthly officer meetings, and an estimated 0-4 hours per week for the responsibilities below. Board members are expected to participate in events whenever possible (approximately 1-2 times per month).

Board members are expected to have career experience in the Media + Technology sectors. The Secretary should have proficient computer skills, including Microsoft Office, strong verbal and written communication skills, and high degree of attention to detail.

KEY RESPONSIBILITIES

- Oversee the planning, execution and reporting of all organizational events including signature events (Holiday Party, Golf Tournament, and Collegiate Case Study Competition), and social and educational events, in person and/or virtually.
- Collaborate with membership and strategic partnership committees to create events delivering maximum impact and meeting financial goals.
- Collaborates with Marketing, PR, and web committees to effectively communicate event details and achieve attendance goals.
- Establishes annual event plan, goals and budget and monitors activities to stay within budget.
- Provide updates on the activities of the Events committee at monthly board meetings.
- Other duties to be assigned as needed/requested.