

**Rocky Mountain Cable Association  
Board of Directors  
Social & Educational Events Role**

**DESCRIPTION**

The Social & Educational Events role is a position that champions the planning, execution and reporting of social and educational events that deliver the membership value proposition of the organization, with the support of the Events Executive Board leadership. This role may be a board member or a chair position.

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 social and educational events, in person and/or virtually.
- Conceptualize events, organize logistics and sets attendance goals.
- 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.
- Collaborates on event budget development and helps ensure activities to stay within budget.
- Other duties to be assigned as needed/requested.