

## **DIRECTOR OF SPECIAL EVENTS/CNCC**

The Director of Special Events/CNCC is responsible for overseeing the activities of the Special Events Committee and serve as the Association's principal representative on the Crew National Capital Committee (CNCC).

### **Director of Special Events/CNCCs Duties**

- Keep the Special Events Committee apprised of CREW DC Events and Board directives.
- Recommend the Co-Chairs of the Special Events Committee.
- Provide strategic direction and oversee all responsibilities of the Co-Chairs of the Special Events Committee.
- Assist the Co-Chairs, when needed, in all capacities.
- Meet monthly with the Special Events Committee Chairs and committee for status reports and decision-making discussions.
- Coordinate consent agendas with the Chairs for submission to the Board in advance of their monthly meetings.
- Work closely with the Treasurer in establishing and overseeing the budget for the Special Events Committee.

## **SPECIAL EVENTS COMMITTEE**

It shall be the duty of the Special Events Committee to plan and implement special events, including, in its discretion, an annual awards dinner, golf tournament and members only holiday party.

### **Special Events Committee Chair – General Duties:**

- Set the schedule and venue for the year– what events and when – get Board approval and use Advisory Council and Board to get speakers – use CREW member speakers as much as possible.
- Negotiate and coordinate venue contracts and dates for events.
- Receive registration numbers and attendees lists after the event.
- Analyze attendees – member and non members, income vs. expenses – and provide post-event analysis to the Board of Directors.
- Keep pulse on what members want from events – poll them continually and analyze survey results.
- Write speaker thank you's.
- Work with Chapter Administrator to call and collect from non-payers of events – implement a policy to prevent re-registration of consistent non-payers.

### **Chapter Administrator Duties:**

- Set up and maintain event page on website

- Collaborate with committee to create communication schedule and email distributions
- Distribute communications and eblasts based on agreed upon schedule; provide ample time for committee review and sign off before distribution
- Sponsorship: create sponsor tracking doc and share with committee, update as information is received, invoice all sponsors, track payments
- Coordinate design and production of graphic needs: programs, signs, banners
- Prepare onsite materials
- Set up registration for event
- Attend event for onsite registration and general event support
- Regularly provide metrics for events – number of registrants, attendees, profit/loss
- Check chapter calendar and calendars of other real-estate industry groups for date conflicts; maintain Special Events dates on chapter calendar.
- Prepare E-flyer with assistance from designated Committee member.
- Set-up registration portal and communicate registrations status to committee
- Prepare and send badges with registration list to Chair or designated committee member.
- Reimburse committee members for expenses in a timely manner
  
- HONOREE SELECTION
  - Receive submissions, prepare packets and distribute to judges
  - Coordinate meetings for judges (calendar, location, catering)
  - Alert nominees once selected by judges
  
- VENUE SELECTION & MANAGEMENT
  - Track use of benefits by sponsors
  - Manage on-site registration and day-of-event support
  - Manage communication with sponsors, judges, winners, Celebrity Bartenders, etc.
  - Review and approve contracts (venue, photographer, caterer, etc.)
  - Update Sponsorship page on line as sponsorships sell out

<b>CREW NATIONAL CAPITAL COMMITTEE (CNCC)</b>
---

**CNCC Principal Delegate – General Duties:**

- Attend periodic meetings of CNCC Committee.
- Offer suggestions for joint programs and help select committee members to serve for specific programs.
- Coordinate CNCC activities with CREW DC Programs and Special Events to make best effort to avoid conflict.