

Events Committee Job Description

Plan 3 events (or more!) for the chapter. Subject may be writing, medicine, or science-related. Usual charge is about \$20 per person. The chapter has been subsidizing these events up to \$2000 beyond members and nonmembers' payments.

Select at least 1 location downtown and 1 northern suburban as most members are in these 2 geographic areas.

Plan year-end post-elections event with no fee if possible. This may be desserts only or at a location that does not set room or food minimums.

Coordinate the events schedule with the freelance chair. Some events might appeal to both groups.

Consider a drop-in event, maybe at a bookstore or cafe that would not mind a large group. This might be at the same time monthly or every other month. Pay as you go.

The chapter does own a projector. This may help to keep audio-visual charges down.