

FWN Events Committee Charter

The purpose of the Events Committee is to plan and coordinate events and activities, which includes:

- Developing an annual plan for target events for approval by the SC, including the annual graduation tea and student career trips;
- Soliciting an appropriate volunteer base for targeted events;
- Developing event communication strategies, providing draft communications, and coordinating with Communications Committee for execution;
- Liaising with Fletcher campus community and local groups in order to promote activities and events;
- Coordinating with Treasurer to facilitate financing for event (collection of funds and registration for events).

The Events committee will be led by a Chair or two Co-Chairs, who sit on the Executive Committee (EC). They will work with a minimum of two additional members from FWN Steering Committee. (If there are co-chairs, only one need serve on the EC with the other as an alternate.) The committee is encouraged to recruit FWN members at large are to join the committee as well.

Committee members should anticipate 2-4 hours per month including availability for regular committee meetings. The Chair should also allow time to attend monthly one-hour Executive Committee meetings, and those on the Steering Committee should allow time for those quarterly meetings.