

Events Committee Charter

Purpose

The purpose of the Events Committee is to plan and coordinate events for the benefit and growth of chapter members. Events should be themed to cover one of the spokes of the DMBok Wheel. (see appendix) and may range in length from 1.5 to 2 hours. Events may include a board business meeting prior to the event opening and may close with a social meetup when time permits. Special events covering 2 days may be organized as well with instructor lead training and closing with CDMP Exams. The special events would be in collaboration with the Training and Education committee.

Master Document: [EventsCommitteeCharter.docx](#)

Responsibilities

The Events Committee is responsible for:

- Developing and implementing strategies to plan and coordinate educational events.
- Identifying topics and themes for educational events.
- Identifying and securing speakers for educational events.
- Solicit and manage volunteers from Membership to help.
- Coordinating with other committees to ensure successful execution of educational events.
- Conduct retrospectives to evaluate the success of educational events.

Composition

The Events Committee shall consist of at least two members appointed by the board (chairperson and co-chairperson). The chairpersons may appoint committee members drawn from the organization membership roster to staff the committee as needed to run effective events. The committee may also solicit volunteers from membership to help during the event. The term of office for each member shall be one year and members may be reappointed for additional terms.

Authority

The Events Committee shall have the authority to:

- Develop and implement strategies to plan and coordinate educational events.
- Identify topics and themes for educational events.
- Identify and secure speakers for educational events.
- Coordinate with other committees to ensure successful execution of educational events.
- Develop and implement programs to evaluate the success of educational events.

Meetings

The Events Committee shall meet at least once per month or as needed. The meetings will include a social half-hour before the start of the event.

Reports

The Events Committee shall report its findings and recommendations to the board at each board meeting.

Event Schedule

The committee will organize a minimum of five (5) 90 to 120-minute events on a bi-monthly basis during even months beginning in February. The committee will ensure that these events do not conflict with the CDMP certification study and exam program meeting dates. The CDMP study and exam programs will be developed and managed by the Training and Education committee.

Appendix

DAMA-I Wheels

[DMBOK v2 Wheel Images \(dama.org\)](http://dama.org)