

ACMP Carolinas Chapter

Events Committee Co-Chair Board Role:

1. Maintain contact with Co-Chair and align with other Board constituents as appropriate in the management and administration of Events/Programs
2. Secure top-quality speakers who are subject matter experts within the field of Change Management or any related field as deemed appropriate
3. Structure programs to support the CCMP professional designation program offered by ACMP Global and others as appropriate (PMP, etc.)
4. Provide forums for Change Managers to network, share industry best practices, and learn such as Happy Hours, Meet & Greets, celebrations, etc.
5. Lead and manage volunteer cohort to build engagement and collaboration in the execution of Board activities/responsibilities

Board Logistical Responsibilities:

1. Provide monthly updates in the ACMP Carolinas Leadership Board Meeting
2. Coordinate all logistical aspects of programming, including but not limited to the following:
 - Have regular check-ins with Co-Chair (typically bi-weekly) to align on activities and priorities
 - Maintain a master event schedule to capture all event details for the year
 - Work with marketing to communicate and market events leading up to the event, leveraging LinkedIn, Chapter site, email, and other communication vehicles as appropriate.
 - Align with ACMP Global to communicate and get events in Global newsletter
 - Identify locations (either paid or in-kind) for all in-person events, or online
 - Build relationships with presenters or venues to solicit in-kind donations/sponsorships, or future presentations
 - Conduct post event survey following all events and incorporate into a dashboard to be shared regularly with the Board
 - Share event resources/content and recordings in the survey email, post content to ACMP site Member Resources page
 - Provide recognition to speakers (gift card, shout-out on LinkedIn, other as deemed appropriate), and deliver survey results post 1 week to speaker(s)
 - Facilitate or secure facilitation of all events
 - Measure the success of Programs through member outreach, survey results, and word of mouth
 - Work with like organizations to create compelling events and content
3. Continually recruit and develop volunteer program committee members and meet regularly (typically bi-weekly) to align on action items and areas of responsibility