

Caledonia County Democratic Committee
CCDC Volunteer Event Committee Chair

CCDC seeks a volunteer Event Committee Chair to lead event activities from planning to execution. Events can include county wide events like Stars and Stripes Parade or town specific events. The Chair should have previous practical experience in event planning and working with a team. The Chair should have knowledge of Caledonia County event venues and state and regional government leaders.

- Work with CCDC Executive Committee and/or town chairs to define event objectives, target audience, event scope (for example fundraising, social event, or outreach), event format (panel, tabling event etc.), timeline, and budget.
- Create a detailed timeline and checklists.
- Research or delegate to Events Committee members:
 - Possible venues and permitting requirements
 - Refreshment options
 - Speakers and/or invited guests
 - Assign appropriate CCDC members to contact possible speakers
- Work with Communication Committee Chair to outline outreach strategy
- Recruit CCDC members to appropriate assignments for the day of event: greeters, facilitators etc.
- Communicate updates on the event to the Executive Committee and/or town chair, event volunteers, and participants (speakers and guests).
- Track attendance and any feedback from participants, report back to the Executive Committee and/or CCDC at large.