



Chicago  
Compensation  
Association

## COMMITTEE CHARTER EVENTS

<b>Purpose</b>	<ul style="list-style-type: none"><li>• To source and secure events and educational programs that contribute to member professional development and to provide for networking opportunities</li><li>• Generate revenue for CCA</li></ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Source, select, secure and coordinate educational programs</li><li>• Identify and coordinate one-day and two-day WorldatWork courses</li><li>• Secure WorldatWork recertification credits for programs</li><li>• Determine event calendar</li><li>• Market programs to members and nonmembers</li><li>• Provide a coordinator and moderator for all programs</li><li>• Serve as liaison to speakers</li></ul>
<b>Commitment</b>	<ul style="list-style-type: none"><li>• One half-day meeting to review results and feedback from previous meetings, review proposals for presentations, and select presentations (in May/June)</li><li>• 2-3 teleconferences to finalize calendar/event details</li><li>• Attend and serve as coordinator / moderator for 1-3 events/year</li><li>• Chair requires additional 2-3 hours/month to coordinate events and prepare Board reports</li></ul>
<b>Special Skills</b>	<ul style="list-style-type: none"><li>• Ability to select high-quality programming</li><li>• Awareness of 'hot' topics, trends and emerging issues in compensation</li><li>• Project management skills</li></ul>