



Committee Charter

Events

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