

Events Committee

1-year position, 2-3 hour commitment per month

- Organize required events: Community Meetings, Annual Art Show, Creative Arts Therapy Week, etc.
- Create reports to update about progress toward events, issues, etc.
- Create task list/timeline for each event
- Provide board with post-event review, number attended, what went well, what can be improved
- Document each event for the website & social media
- Maintain coordination with other committees as needed

Formal Description (per ByLaws)

1. The Events Committee shall consist of at least three (3) members of the Chapter to include at least two Executive Board Members as well as a minimum of two other members of the Chapter.
2. Organize and coordinate Annual Juried Exhibition to be held in conjunction with the Annual Membership meeting.
3. Manage Regional Representatives to organize and coordinate quarterly community meetings.
4. Communicate with Board and appropriate committees for financial requests/ approval, advertisement and present a report (description of event, pics) to the Board following the events.
5. Organize and coordinate community engagement events.
 - a. Required events include, but are not limited to: Quarterly Community Meetings, Annual Symposium, Annual Art Show, Creative Arts Therapy Week.
 - b. Create monthly report to update board of progress towards events, issues, etc
 - c. Create a task list/ timeline for each event
6. Provide board with post- event review, number attended, what went well, what can be improved, Due within one week of event completion.
7. Take pictures/document each event for the website and social media.
8. Coordinate with Social Media Committee/ Secretary to ensure adequate advertisement of events on social media, website, and VATA email.
9. Coordinate with Regional Representatives regarding community involvement events.