

# Committee Job Description



<b>Committee</b>	<i>Programming Committee</i>	<b>LWRBA Staff Liaison</b>	<i>Janeth Gonzalez</i>
------------------	------------------------------	----------------------------	------------------------

<b>Mission</b>
<p>The Programming Committee’s role is to plan and implement educational programs and events. It focuses on helping members be the best version of themselves, both personally and professionally. The committee helps strengthen the community through education and learning by identifying relevant business topics and high-quality speakers. It helps coordinate luncheons, executive briefings, workshops and other specialized programming. This committee believes quality programming combined with a memorable event experience brings businesses, individuals, and our region together.</p>
<b>Position Summary</b>
<p>Committee members bring their unique business knowledge and professional network, strong communication and interpersonal skills, as well as energy and passion to help design innovative and compelling programming events. They are responsible for providing high-quality and strategic programming experiences to ensure that we meet <i>and exceed</i> the expectations of our members and guests.</p>
<b>Essential Duties and Responsibilities</b>
<ul style="list-style-type: none"><li>• Attend, participate, and contribute in monthly programming committee meetings</li><li>• Work collaboratively with committee members to create a diverse list of topics and speakers for all programming-related events</li><li>• Identify quality speakers and perform additional research, when needed, to discuss at the programming committee meetings</li><li>• Upon committee agreement, recruit and secure speakers</li><li>• Work with the speaker and speaker’s “handlers” on speaker rider which includes speaker’s bio, session title and description, and headshot, etc.</li><li>• Work in coordination with the LWR Business Alliance staff to ensure all elements of the event are completed pre-event</li><li>• Develop creative ideas for new programming events and workshops</li><li>• Review feedback surveys and continuously assess needs as expressed by members and guests</li><li>• Perform Executive Briefing intros and outros (aka opening and closing remarks)</li></ul>
<b>Requirements</b>
<ul style="list-style-type: none"><li>• Programming committee members are members of the LWR Business Alliance</li><li>• Committee members attend no less than 8 (out of 12) monthly meetings per year</li><li>• Provide one speaker suggestion per quarter and help organize one programming event minimally once every six months</li><li>• Provide valuable input to work toward fulfilling the committee’s objectives</li></ul>
<b>Schedule and Commitment</b>
<ul style="list-style-type: none"><li>• Meetings are once per month, one hour in length</li><li>• Commit to approximately one hour of additional work, per quarter, on recruiting, vetting, and securing speakers</li><li>• On-going task of listening to the business community and identifying programming wants and hot topics</li></ul>

**Benefits (of being on this committee)**

- Increase one's personal development and communication skills
- Develop professional relationships that will strengthen an individual's connections/ network
- Grow in knowledge of the educational needs of the community and learn what is important to members
- Increase one's ability to analyze and identify priority items; work collaboratively with others
- Increase one's confidence level when contacting professionals in the business community
- Give back to LWR Business Alliance through active participation on a committee