



July 10, 2018

Humboldt Cannabis Chamber of Commerce Events Committee Mission

To provide monthly, geographically rotating 'mixers' for chamber members by chamber members. To provide community-based acknowledgments for member businesses by way of 'ribbon-cutting' ceremonies. To provide an annual event that acknowledges the HCCC and its members to the greater community.

Structure

The EC is a group of nominated and thus elected volunteers who serve a term of one-year with the option of one-year renewals by way of EC nomination and HCCC Board of Directors approval. The EC meets once per month as a committee at which time committee members take responsibility for tasks related to the mission of the EC. Within the structure of the EC, the Chair is responsible for communicating the agenda, meeting location and minutes with the EC and the Board of Directors. Functional, structural and ancillary elements related to the EC are presented to the Board of Directors via the Board Liaison after consultation with the EC members. Special requests for events, changes to EC structure or mission are made through a Request For Proposal (RFP) process that are made to the Board via the Board Liaison after consultation with the EC members. The following member roles comprise the EC: Chair, Co-chair, Secretary, Treasurer and General Members. Committee members are affiliates of Chamber Business members. The events committee position is not transferable without prior application.

The roles and responsibilities of Events Committee Members include but are not limited to:

- ★ Attend monthly meetings (currently the second Tuesday of each month).
- ★ Attend monthly mixers (currently the second Thursday of each month).
- ★ Minimum of approximately 1-hour per week spent on communication and coordination with EC members, mixer host and/or mixer sub-hosts (food, drink, etc.) based on responsibilities taken at the monthly meeting.
- ★ Solicitation of member businesses for donations of products or services for mixer (event) raffle.

- ★ Encouragement to local businesses to become members of the chamber (basically promoting membership benefits while in business community looking for donations and/or in response to hosting inquiries).

Monthly tasks to be completed prior to the mixer include:

- ★ Tour of the host location for site particulars related to and event/mixer.
- ★ Coordination and communication with mixer host related to responsibilities and support provided by the EC.
- ★ Coordination and communication with sub-hosts (food, drink, etc.) related to responsibilities and support by the EC.
- ★ Collecting raffle donations.

Monthly tasks to be completed at the mixer include:

- ★ Arrive at the host location by 5pm.
- ★ Support host and sub-hosts with setup.
- ★ Networking and creating a friendly host atmosphere with attendees.
- ★ Setup and staff the raffle table (includes the selling of raffle tickets).
- ★ Break down of raffle table.
- ★ Support host and sub-hosts with the break down and clean up.
- ★ Notice any personal items left by attendees or EC.

Process for Events Committee Membership and Termination of Membership

Upon review of a submitted application, members of the Events Committee shall be nominated by existing members of the Events Committee or members of the Board of Directors and appointed by the Board of Directors.

Any member of the events committee may resign at any time upon written notice or by electronic transmission to the Board of Directors Events Committee Liaison. Any such resignation shall take effect at the time specified therein, or, if the time is not specified, it shall take effect immediately upon its receipt; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. In the event of the removal of a member, the Board shall first provide the member with written notice of the intent to remove said member from the Events Committee. Any removal shall take effect at the time stated in the written notice.

Events Committee Sitting Members

Board Liaison: Hollie Hall

Chair: Reka Mar;

Co-Chair: Lauren Kurth

General Members: Michelle Malaret, Michele Kiely, Jenny Finch, Gordon Griswold, Kerry Reynolds.

Application

Name:
Email:
Phone:
Relevant experience:
Reason(s) you would like to participate as an events committee member:
Average number of hours per month that you can volunteer for this position:
The best days and times for you to meet for the monthly events committee meeting:
Circle the activities you are interested in participating in: <u>CHAIR</u> <u>CO-CHAIR</u> <u>SECRETARY</u> <u>TREASURER</u> <u>MEDIA COORDINATOR</u> <u>MEMBERSHIP BUILDING</u> <u>RAFFLE DONATIONS</u> <u>EVENT PLANNING/COORDINATION</u> <u>GENERAL MEMBER:</u> <u>OTHER:</u>