



## Western Retiree Chapter Sub-Committee (Events, Professional Development & Learning, Trips, and Travel)

### **Brief Description:**

The sub-committee volunteer is a representative of the Western Retiree Chapter of Western University. This person works in a volunteer capacity in partnership with other members of this sub-committee all other members of the Western Retiree Chapter Executive Committee, and the Alumni Engagement Officer in the Department of Alumni Relations.

### **Term:**

The term of office will begin at the May of each year, shall be for a two-year term, renewable for two further terms, with approval. The sub-committee volunteer shall be chosen from the membership of the Western Retiree Chapter. The member completing his or her term will work with the Alumni Engagement Officer to obtain a replacement from among the registered members of the Western Retiree Chapter.

### **Sub-Committee volunteer responsibilities:**

- Assists with program decisions as required.
- Brings forward suggestions at Sub-Committee and / or Executive meetings.
- Assists in researching and planning for topics, venues, trip and travel ideas.
- Invites approved speakers to present.
- Contacts speaker one week prior to confirm final details for event.
- Help to gather biographic information and AV requirements from speaker/guests.
- Stewards speaker on the day.
- Sends thank you notes to the speakers.
- A role model for all other members.
- Attend Executive and Sub-Committee meetings as available.
- Will be supported by the Alumni Engagement Officer with regards to announcements, agendas, logistics, administration, promotion, stewarding of speakers.