OVERALL COMMITTEE CHAIR PROFILE

- Ability to be a leader
- Willingness to take ownership of the overall outcome of the event
- Willingness to buy into the budget
- Good organizational and follow-through skills

OVERALL COMMITTEE CHAIR JOB DESCRIPTION

- Help recruit and motivate sub-committee chairs and volunteers and act as the spokesperson for the entire group
- Monitor the progress of all sub-committee chair people to ensure that the event is progressing as planned
- Ensure that communications between committee sub-chairs and their committees are ongoing
- Meet with sub-committee chairs on a regular basis
- Constantly review financial progress as it pertains to the event
- Give report at a development committee meeting or board meeting
- If the committee is small, assign one person to take on the responsibilities for each sub-committee