EXPERIENCE COMMITTEE CHARTER

PURPOSE

The Experience Committee is dedicated to enhancing the attendee experience during the festival ensuring successful partnerships with vendors are formed while working to providing annual entertainment and activities that align with the organization's mission and vision. The Committee manages the execution of these initiatives by partnering with the organization’s sponsors, committees, and volunteers.

REVIEW OF CHARTER

This charter is reviewed and reassessed by the Experience Committee annually and any proposed changes are submitted to the Board of Directors for final approval.

STRUCTURE

The Experience Committee consists of four or more members appointed by and serving at the direction of the Chair of Experience. The Chair of the Experience Committee shall be appointed and confirmed by the Board of Directors. The Chair and the President are members ex officio of the Finance Committee. Committee members must possess experience in event planning/management and fundraising. A quorum of any meeting of the Experience Committee shall consist of a majority of its voting members (75%).

MEETING, AGENDA, AND REPORTS

Meetings are to be held eight times annually and on an as-needed basis. The Chair of Experience, in collaboration with the committee designee, is responsible for establishing the agendas for meetings of the Committee. An agenda, together with relevant materials, is sent to the Committee members in advance of each meeting. Minutes for all meetings shall be prepared in draft form by the staff designee and reviewed by the Chair, and shall be approved by the Committee members at the following meeting. The minutes shall be made available via Google Drive. The Committee shall submit monthly reports (verbal or written) to the Board of Directors.

AUTHORITY + RESPONSIBILITIES

PRIMARY RESPONSIBILITIES

a. Enhance the festival experience for attendees through creative interactions/mini-events

b. Acquire and source vendor partners for goods, services, and food

c. Plan and host annual VIP reception for our generous sponsors

d. Work with the Volunteer committee to assist in coordinating event support staff

COMMITTEE ROLE DESCRIPTION

OVERVIEW

The Experience Committee is dedicated to enhancing the attendee experience during the festival ensuring successful partnerships with vendors are formed while working to providing annual entertainment and activities that align with the organization's mission and vision. The Committee manages the execution of these initiatives by partnering with the organization’s sponsors, committees, and volunteers.

ABILITIES + SKILLS

PERSONAL

• Ability to fulfill the annual time commitment (multiple events throughout the year)

• Willing and able to serve as an organizational ambassadors

• Demonstrate honesty, integrity, and respect for others

• Possess solid communication skills

• Nurture connections/network within the community to further develop partnerships

PROFESSIONAL

• Familiar with acquiring personal and business and sponsorships

• Ability to manage and an annual event/committee budget

• Able to successfully procure goods and services on a donation or low-cost basis

• Familiarity with the festival’s sponsorship packages and the associated benefits

• Willing to work alongside various committees in order to ensure event success