

Event Coordinator

The Event Coordinator position is designed to assist the chapter in coordination and promotion of events within the chapter, regionally, and throughout the local community. This position will be an annual term to coincide with the Leadership Team term. Additional Event Coordinator Trainings are held throughout the year either in person or via telebridge and email focusing on the various upcoming events. The Event Coordinator is essentially a liaison between the chapter and the regional office, bringing event information to the chapter on a regular basis.

Duties include:

1. Coordinate Stack Days throughout the year.
2. Coordinate a Single or Joint Visitor Day in the early spring.
3. Coordinate any trade shows that the chapter wishes to participate in.
4. Promote and coordinate chapter registrations for area and regional events.
5. Coordinate efforts for area multi-chapter meetings.
6. Announce and promote local Chamber of Commerce events.
7. Participate on the Steering Committee for regional conferences.
8. Participate on the Steering Committee for annual BNI Family Picnic.
9. Participate on the Steering Committee for book tour events.
10. Promote and coordinate chapter representation and table setup for BNI Open Houses.
11. Make sure chapter is represented at all BNI functions throughout the year.
12. Report all regional and national BNI events on a weekly basis to chapter members.
13. Schedule chapter social events to build chapter relationships among members.
14. Assist the Leadership Team and Director on any special projects as requested.

If you are unable to coordinate a particular event, please coordinate with another member to be the contact person for any of these events.



BNI Event Coordinator Checklist Overview of Responsibilities

BEFORE the Chapter Meeting each Week

- _____ Arrive 15 minutes early to the meeting
- _____ Print the most current regional Calendar of Events from www.bnioregon.com
- _____ Prepare a brief Event Coordinator report for upcoming chapter events, if applicable
- _____ When a chapter event is coming soon, ask President for the appropriate time to present during the meeting

DURING the Chapter Meeting each Week

- _____ Brief the chapter on any upcoming chapter events
- _____ Report on the upcoming regional Calendar of Events during Announcements