



Chicago  
Compensation  
Association

## COMMITTEE CHARTER EVENTS

<b>Purpose</b>	<ul style="list-style-type: none"><li>· To source and secure events and educational programs that contribute to member professional development and to provide for networking opportunities</li><li>· Generate revenue for CCA</li></ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>· Source, select secure and coordinate monthly breakfast briefings, symposia, annual holiday gathering, and the annual meeting</li><li>· Identify and coordinate one-day and two-day WorldatWork courses</li><li>· Secure WorldatWork recertification credits for programs</li><li>· Determine monthly event calendar</li><li>· Market programs to members and nonmembers</li><li>· Provide a coordinator and moderator for all programs</li><li>· Serve as liaison to speakers</li></ul>
<b>Commitment</b>	<ul style="list-style-type: none"><li>· One half-day meeting to review results and feedback from previous meetings, review proposals for presentations, and select presentations (in May/June)</li><li>· 2-3 teleconferences to finalize calendar/event details</li><li>· Attend and serve as coordinator / moderator for 1-3 events/year</li><li>· Chair requires additional 2-3 hours/month to coordinate events and prepare monthly report</li></ul>
<b>Special Skills</b>	<ul style="list-style-type: none"><li>· Ability to select high-quality programming</li><li>· Awareness of 'hot' topics, trends and emerging issues in compensation</li><li>· Project management skills</li></ul>