



## **Membership & Events Committee Charter**

### **A. Purpose**

The purpose of the Membership & Events Committee of the Board of Directors of the DOWNTOWN SAN DIEGO PARTNERSHIP is to oversee the membership and events/programs matters of the DOWNTOWN SAN DIEGO PARTNERSHIP and to make such recommendations to the Board of Directors on all membership and event aspects pertaining to the DOWNTOWN SAN DIEGO PARTNERSHIP as it may deem necessary and appropriate.

This committee is focused on ensuring that we have a comprehensive membership program offering the right mix of events, benefits, and value to retain and attract new members, so we can successfully grow our organization and deliver on our mission.

### **B. Composition**

The Committee shall consist of not less than five members, provided that at a minimum an Executive Committee member/Board of Director shall always be a member and Chair of this Committee.

Members of the committee are self-selecting, though the President/CEO can appoint members to the committee.

Committee Chair or Co-Chairs are appointed by the DSDP President/CEO.

Committee members will work directly with the DSDP's Membership & Events department staff.

Participation in the Membership & Events committee is open to all Downtown San Diego Partnership members in good standing with a diverse representation of the DSDP membership makeup. It is recommended committee members have experience within business development, sales, event planning, marketing and programming.

### **C. Functions, Responsibilities, and Authority**

In carrying out its purpose, the Committee shall have the following responsibilities and authority The Committee shall make periodic and annual reports to the board on all its activities. The staff and Committee shall:

Staff Responsibilities:

- Develop an annual workplan and goals.
- Manage the day-to-day tasks and items associated with the committee.
- Keep track of committee participation roster.
- Produce and send email communication to committee members.
- Develop monthly agenda and supplemental documents.
- Take minutes during the meeting and create monthly Exec/Board report.
- Ensure we are on track to meet and exceed FY budget for membership, programs and annual events (and report metrics).
- Keep committee members up to date on all membership and events/programs matters.

#### Chair/Co-Chair Responsibilities:

- Provide leadership for the committee.
- Provide input on the focus of monthly agenda items.
- Keep in regular communication with the Membership/Events department.
- Facilitate the meeting according to the agenda.
- Bring the viewpoint of the Board of Directors to the committee discussion.
- Report items to the Officers/Exec/Board and report items back to the committee.
- Attend meetings/calls as needed relating to membership/events.

#### Committee Member Responsibilities:

- Attend six of eight meetings per year.
- Serve as a DSDP brand ambassador.
- Set-up a meeting and secure at least one new member per year.
- Sell a ticket, table or sponsorship for each major event.
- Solicit membership and sponsorships (initial calls/emails and follow-up calls/emails with new, current and dropped members/sponsors).
- Help to plan, brainstorm and provide feedback pertaining to the annual major events and quarterly mixers/programs.
- Identify opportunities to improve member engagement and the overall experience (draw from personal and professional experience within the community and trade organizations).
- Assist with securing silent auction items and researching various event elements.
- Make a concerted effort to attend the quarterly member mixers and roundtables-Fed & Educated, member orientation.
- Carry out such other duties as may be delegated to it by the Board or which may subsequently be included in this Charter.

#### Committee Expectations:

- Members should expect to contribute an average of two to three hours per month depending on assignments taken on and events attended.
- Members must act in the best interest of the organization in executing their responsibilities with keeping in mind the needs of the overarching mission.

- Annually, the Membership/Events committee will review the committee charter, work plan and committee roster. Any committee members who have not attended regular meetings for a period of three months will be removed from the committee.

**D. Meetings**

1. The Committee will meet as at least seven times per year that may be necessary or appropriate in order to execute the functions specified in this Charter. Minutes shall be kept of each meeting of the Committee, provided to each member of the Board at request, and filed with the DOWNTOWN SAN DIEGO PARTNERSHIP’s minute book along with the minutes of the meetings of the Board.
2. The Committee meets monthly on the second Wednesday of the month from noon to 1:00 pm at the Downtown San Diego Partnership office.
3. The Committee shall prepare an annual schedule including agenda topics and regularly report to the Board on its activities.
4. A majority of the members of the Committee shall constitute a quorum for the transaction of business.
5. Any action of the Committee shall be subject to revision, modification or rescission by the Board, provided that no rights of third parties shall be affected by any such revision, modification or rescission.

**E. Other Matters**

1. The Committee shall, at least annually, review and assess the adequacy of this Charter, conduct a self-assessment to evaluate the performance of the Committee, and recommend any proposed changes to the Board.
2. The Committee may delegate portions of activities to a consultant, subcommittees of the Committee or to management as the Committee may deem appropriate in its sole discretion.

**COMMITTEE MEMBER APPLICATON FORM**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Company/Title \_\_\_\_\_ Industry \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_ Date \_\_\_\_\_

Relevant experience and/or employment (attach a resume if needed) \_\_\_\_\_

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Why are you interested in serving our membership and events committee?

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Specific area(s) of expertise/contribution you feel you can make \_\_\_\_\_

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Other volunteer commitments (please list names of organizations) \_\_\_\_\_

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Past/current experiences (please list names of organizations) \_\_\_\_\_

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Signature: \_\_\_\_\_

Please return completed form to, Kaitlin Payne, [kphillips@downtownsandiego.org](mailto:kphillips@downtownsandiego.org)