League of NH Craftsmen
Event Committee Charter

Committee Name

Events Committee

Relationship with the Board of Trustees

The Event Committee is among the standing committees established through the League Bylaws and shall not have the power or authority to act for the full Board of Directors. Meetings and actions of the Committee are governed by the same provisions of League Bylaws pertaining to meetings and actions by the Board.

Mission

The Event Committee is to oversee the direction and results of the Annual Fair and other events for the LNHC and initiatives and provide strategic direction for the above.

Committee Staff

Event Manager - (Staff Liaison)

Executive Director -(Staff Liaison)

Committee Size and Membership

Committee membership is to include a minimum of 5 LNHC juried members, with a maximum of 9 members. This number does not include non-voting staff members.

Under special circumstances, current and past Special Members occasionally may be appointed temporarily to the committee by the Board Chair, with the approval of the Governance Committee for their legacy knowledge.

Committee Meetings

The Committee shall meet at least once a month. Additional meetings shall be held as needed to fulfill committee responsibilities. Committee meetings are convened by the Chair.

Organization

- Review of Charter (annual): This charter shall be reviewed and reassessed by the Event Committee at least annually, and any proposed changes shall be submitted to the Board of Trustees for

approval.

- Membership/Structure/Quorum: The Committee shall consist of five or more members appointed by and serving at the pleasure of the Chair of the Board, with the direction of the Executive Director. The Committee Chair shall be appointed by the Board of Directors. The committee shall include several members with expertise with the Annual Fair and be a juried member of LNHC. A quorum of any meeting shall consist of a majority of its voting members.
- Agenda, Minutes, Reports: The Chair and Staff Designees shall be responsible for establishing agendas for meetings. Where possible, information of meeting content shall be sent in advance of the meeting. Notes or summaries of meetings shall be prepared in draft form by the committee note taker and reviewed by the Chair prior to distribution. The notes or summaries will be distributed to the Committee and Executive Committee and where deemed appropriate shared with the whole Board of Directors, preferably as part of a Board Meeting Report.

Committee Structure

1. The Committee Chair and the membership of the Committee are appointed by the Board of Trustees chair jointly with the Executive Director.
2. The Committee Chair reports to the Board Chair and the Executive Director.
3. Members of the Committee should consult with the Committee Chair and the designated Staff Liaison /Executive Director.

Committee Responsibilities

The Committee's primary responsibilities are as follows:

1. The Event Committee shall support the creation and execution of events for the juried membership, focusing on creativity and financial success.
2. The committee shall work with the League's Events Manager and or the Executive Director and staff to support the design, production, and operation of the Annual Fair.
3. When needed the Committee may serve as advisors to the Event Manager or Executive Director pertaining to additional

events that are put on by League HQ.

4. The Committee shall serve as overseers for special requests, such as; withdrawals and refunds for medical or personal reasons from the Annual Fair.