

## **EVENT COORDINATOR RESPONSIBILITIES**

- The goal of the Event Coordinator is to help increase members' referral business by promoting events and activities outside of the normal BNI meeting.
- The Event Coordinator is responsible for:
  1. Promoting within the chapter the events organized by BNI to increase members' networking skills (i.e. regional training events).
  2. Coordinating arrangements for chapter social events, i.e. outdoor and indoor seasonal events. Ideally such events should occur at least once in every leadership team period.
  3. Promoting within the chapter, social events organized by BNI on a regional or national basis (i.e. golf days, training events, International Networking week).
  4. Promoting any other BNI events that the Leadership Team would like to make available for chapter members.
  5. The Event Coordinator reports to the President.
  6. The Event Coordinator will assist the chapter Secretary/Treasurer to collect and manage any funds associated with events.