**POWAB-Events and Logistics Committee**

**COMMITTEE MEMBERS**

Co-Chairs: Gertie Williams, T’Wana Holmes

Committee: Valerie Bloomfield, Terrell Powell, Donald Burch III

**MISSION**

**Identify and coordinate structures that respond to and facilities the events/meetings that promote and expand the overall vision of POWAB**.

**GOAL**

**Improve the delivery system of event planning by establishing /implementing an event planning model for POWAB.**

**STRATEGY**

Use the expertise of the Core Events Committee to focus on the development/execution of the events planning model. Use the assistance of a designated auxiliary sub-group/team to pull thru and execute logistics/support task for select events. Use the services of the POWAB Committee to provide support in specific areas as available and needed.

**MAJOR COMMITTEE TASK SUMMARY**

NOTE: The Events and Logistics Committee is not the lead for all POWAB events; just for selected events.

Provide support and assistance in producing POWAB specific initiatives/events in conjunction with DOH

HAHSTA sanctioned activities. (In-person/Virtual). Key team to provide the overall leadership in areas of

event management, logistics and event planning. Responsible for managing logistical aspects of selected events.

and program development. This includes logistical needs, budget development, site solicitation and selection,

contract negotiations, vendor selection & management, program development and volunteer

recruitment/assignments and management.

* Develop, implement and manage the logistics plan for POWAB Events. (selected)
* Provide overall direction and implementation for event team/volunteers for select events.
* Direct and supervises logistic operations for events.  Logistics include meeting site selection, food & beverage requirements, AV, signage, room set-ups and on-site operations.
* Responsible for negotiation and execution of contracts services for the meeting facilities and vendors.
* Direct and develop run schedules for event logistics.
* Oversight of presenters/event program participants and logistics ( invitations, confirmations, briefing sessions, )
* Volunteer Management (recruitment, orientation, assignments, management)

**COMMITTEE MEMBERS REQUIREMENTS ( PREFERRED)**

POWAB Events Coordination and Logistics Committee Includes: individuals who are extremely detailed orientated, very flexible, willing to wear a number of different hats, strong organizational and communication skills, including writing and relations, and the ability to multi-task within a dynamic environment. Some working knowledge of faith communities, conference/meeting planning and management, capabilities to direct and lead others, work as a team player in difficult situations.

**CONTACT**

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