



The North Shore Smith College Club

Dear Alumna,

The North Shore Smith College Club is actively seeking an **Events Committee Chair** as well as **Events Committee members!** (*Description below*)

This is a critical role for our Club since the Events Chair is the lead for our annual signature events:

- Harvest Event (Supper when in person)
- Spring Event (Luncheon when in person)

The Events Chair also coordinates additional gatherings, virtual or otherwise, during the year. It's a fantastic way to get involved with our Club; interact with dynamic speakers; and make connections. So far we have one event already lined up and would look forward to having you on board to help plan events for the rest of the year. Our **Harvest Event** is **Tuesday, October 19, 2021** on Zoom so please visit our web site to [learn more and register](#).

All my best,

Christina Bain, '00
Acting President, North Shore Smith College Club

Events Committee Description

The NSSCC hosts events annually for our members, area alumnae and guests. Our events showcase distinguished Smith College alumnae and faculty; provide updates on campus initiatives and activities; and enable us to socialize with members of the Smith community. The core of our event program is a Harvest Supper in the fall and a Spring Luncheon.

The Events Committee leads the strategy and planning for club events on an annual basis. The main activities include:

- Soliciting names of potential speakers from club members
- Prioritizing the list with the club board
- Working with the Alumnae Office to confirm a faculty speaker for one event per year
- Communicating with the speaker to finalize the title and details of the presentation
- Securing a venue or arranging an online event using Zoom
- Providing menu selections and costs when the event is a luncheon or dinner
- Forwarding event details to the College and the board for the creation of marketing materials which is then distributed to the Smith community and posted on the club website
- Creating the flow of the event, identifying roles and responsibilities Obtaining a gift for the speaker
- Following up with a note or email of appreciation to the College and speaker

One person or a committee may do these tasks. They typically do not take much time to complete. Serving on this committee is a lot of fun, an opportunity to meet new people, keep up to date on college activities and provide an educational and enjoyable experience for our local Smith community.

If interested in the Events Committee Chair or Events Committee member positions, please email:

nssmithcollegeclub@gmail.com

[North Shore Smith College Club \(NSSCC\)](#)

nssmithcollegeclub@gmail.com



The North Shore Smith College Club recognizes and embraces the breadth of experiences and diversity among its alumnae.