



# The North Shore Smith College Club

## Events Committee Description

The North Shore Smith College Club (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. Recently, the club has also had informal meetups at cafés around the North Shore.

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 for the event or arranging an online event
- 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 material 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. 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](mailto:nssmithcollegeclub@gmail.com)