## **Committee Purpose:**

To provide timely educational sessions and related resources for professional community managers and volunteer leaders with a focus on current and emerging trends, and an industry trade show for networking opportunities for the local chapter.

## **Duties:**

- 1. Develop theme for Symposium & Expo
- 2. Create topics, engage speakers for the topics, coordinate sessions as assigned, and develop programs for the symposium.
- 3. Provide timely magazine articles summarizing the education sessions to the publications committee chair.
- 4. Present topics and speakers for board review and approval.
- 5. Market/promote the event in coordination with chapter staff to the membership.
- 6. Create a press release and article for the OC View prior to the event for publication.
- 7. Committee participation the day of the event shall include, but is not limited to: passing out and collecting surveys, directing members into the sessions, confirming that the A/V equipment is set up appropriately for the panel, encouraging attendees to attend both sessions, coordinating any last minute rehearsals or session meetings, etc.

## **Committee Meeting Dates:**

Meets monthly from November through May and as needed.