

**Committee Name**

2024 Committee Plan

# Organization and Leadership

* + Chairpersons:
	+ Secretary:
	+ Treasurer:
	+ Communications:
	+ AIA Liaison:

# Committee Roster:

|  |  |  |
| --- | --- | --- |
| **Committee Member** | **Phone** | **Email** |
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# 2024 Mission & Initiatives

* + Maintain relationships and communications with key sponsors.
	+ Etc.
	+ Etc.
	+ Etc.

#

# 2024 Budget

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Revenue** | **Registration Income** | **Sponsorship Income** | **Total****Income** | **Total for Committee (80%)** | **Total for Chapter Education (20%)** |
| Committee Stipend |  | $350 | $350 | $350\* |  |
| Event Name |  |  |  |  |  |
| Event Name |  |  |  |  |  |
| Event Name |  |  |  |  |  |
| Event Name |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |
|  |  |  |  |  |  |
| **Expenses (examples)** | **Amount** | **Total** |  |  |  |
| Event Name - Catering |  |  |  |  |  |
| Event Name - Venue |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |
|  |  |  |  |  |  |
| **NET REVENUE** |  |  |  |  |  |

**\*100% of the Committee Stipend is retained by the committee**

1. **Program Schedule – Max 1 per Quarter**

|  |  |  |  |
| --- | --- | --- | --- |
| **Event Topic** | **Month** | **Time of Day**  | **In-Person or Virtual** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**5. Committee Meeting Schedule**

Example:

Day/time, i.e. 2nd Tuesday of the Month

Live or In-person. **Note: use of DAC is contingent upon staff availability**

If In-person: Location

If Virtual: Indicate if the Committee needs to use the Chapter’s Zoom account