



Internal Relations Event Chair – Statement of Work

The Internal Relations Chair's role is to assist the Director of Internal Relations for the Top Members Event, Senior Night, Game Night, and Office Hours. The event is an acknowledgment to members that have showed an outstanding dedication to the association through attending events, participating, volunteering, and much more! This role provides the opportunity to directly participate in the planning of the event, collaborate with SCMA E-Board, and take part in a very special event!

- Help to organize and design several parts of the Most-Involved Dinner, Office Hours, Game Night, and Senior Night.
- Assist in planning an SCMA event focused on the **top twenty members of the organization**

Top Members Dinner

- Due to the pandemic and restrictions to keep our members safe, the event will unfortunately be virtual. Due to the changes, we will not be able to do what has traditionally been done, therefore, part of this chair position will be brainstorming ideas on how to make the event just as memorial and fun as it is in person.
 - Provide feedback on ideas

Senior Night/Game Night

- Bring fresh ideas on how to structure event, new games, etc.
- Assist with invites and managing of registration
- Attend Senior Night (Date TBD), and Game Night on April 1st or 2nd (TBD)

Assist with Event Activities

- Practice business etiquette in emails, etc.
- Support negotiations and selection of the best supplier
- Attend the Top Members Event

Announcement Outreach

- Create invites for the top members & flyers for events
- Be organized and count/manage attendee registration
- Review and provide feedback for next year