

Committee Roles and Responsibilities

Clearly defined roles and responsibilities will minimize conflict, miscommunication, mistakes and burnout.

- **Stakeholders**—The target audience(s) that benefits from this event.
- **Content Matter Specialists/Advisors**—A group of experts that advise the committee on content, process, resources, messaging and communications.
- **Chair of committee**—The person that calls the meetings, sets the agenda, follows up on assignments given, and ensures that the committee make up and decision-making processes are aligned with College of Arts & Letters values.
- **GoFast Team (worker bees)** The group of working committee members who meet regularly to do the planning, execution, and evaluation of an event. It is often helpful to include the fiscal officer, budget assistant, or other support staff representative that may be providing support to the event, in the committee meetings and/or meeting notes follow up.
- **Support Staff** Fiscal officers oversee the event budget; set up Cashnet or Eventbrite accounts to manage registration; reconcile accounts; provide updates and final report to committee. With prior planning, a support staff delegate may do some clerical tasks such as printing name badges, signage, assist with distribution of flyers, order supplies, coordinate catering order and deliveries. Support staff should not be used to run errands off campus for the event committee.