

## **ACG ATLANTA STANDING COMMITTEES**

### **Standing Committee Chair Responsibilities**

- Maintain active membership in good standing (must be full membership – committee members/chairs are not eligible for Emerging Leader member discount)
- Work with staff to develop an annual committee calendar to include committee meeting dates, milestones, sample email schedule
- Attend New Member Breakfasts and Chapter Events
- Preside over all committee meetings – work with staff to create meeting agendas and meeting schedule to be sent in advance of the committee meetings
- Assist with recruiting additional committee members and identify a sponsorship chair (if applicable.)
- Utilize and adhere to timeline, benchmarks, standards, and budget
- Work with staff to achieve committee goals
- Submit a report to the Board of Directors when requested
- One-year term

### **Membership Committee**

- Lead by VP of Membership
- Recommends policy and strategic direction to ACG Atlanta Board of Directors for membership recruitment, membership retention, and membership services for the chapter
- Attends committee meetings, new member breakfasts, and chapter events
- Reaches out to non-member event attendees to discuss membership
- Promote events to personal and professional networks
- Maintain active membership in good standing
- Act as an ACG Atlanta Ambassador to include maintaining a working knowledge of ACG events and membership benefits
- Make-up: Board Members, Emerging Leader Advisory Member, Women’s Advisory Member, General Members
- One-year term plus the option to renew

### **Programs Committee**

- Lead by VP of Programming
- Recommends policy and strategic direction for programming for the chapter, including DEI initiatives.
- Attends committee meetings and chapter events
- Works with ACG Staff to plan and coordinate speakers for content events (Approximately 4 Single Speaker, 4 Panel per year)
- Along with the Staff of ACG, develop an annual calendar of Chapter Events
- Promote events to personal and professional networks
- Maintain active membership in good standing
- Act as an ACG Atlanta Ambassador to include maintaining a working knowledge of ACG events and membership benefits
- Make-up: Board Members, Emerging Leader Advisory Chair, Women’s Advisory Chair, General Members
- One-year term plus the option to renew

### **Emerging Leader Advisory Committee**

- Lead by Emerging Leader Advisory Chair
- Attends committee meetings
- Assists, identifies, and secures event sponsorships
- Participates in one or more sub-committee(s)
- Events

**All committee members and committee chairs need to be full members in good standing of ACG regardless of sponsorship.**

- Lead serves on the chapter programs committee
- Sponsorship
- Membership
  - Lead serves on the chapter membership committee
  - Lead attends New Member Programs
- Promote events to personal and professional networks
- Maintain active membership in good standing
- Act as an ACG Atlanta Ambassador to include maintaining a working knowledge of ACG events and membership benefits
- One-year term plus the option to renew

### **Women's Advisory Committee**

- Lead by Women's Committee Chair
- Attends committee meetings
- Assist, identify and secure event/Women's Forum sponsorships
- Participates on one or more sub-committee(s)
- Events
  - Lead serves on the chapter programs committee
- Membership
  - Lead serves on the chapter membership committee
  - Lead attends New Member Programs
- Promote events to personal and professional networks
- Maintain active membership in good standing
- Act as an ACG Atlanta Ambassador to include maintaining a working knowledge of ACG events and membership benefits
- One-year term plus the option to renew

**All committee members and committee chairs need to be full members in good standing of ACG regardless of sponsorship.**

## ACG ATLANTA EVENT COMMITTEES

### Event Committee Chair Responsibilities:

- Works with staff to develop an event calendar
- Attends New Member Breakfasts and Chapter Events
- Serves on the Programs Committee
- Preside over all committee meetings – work with staff to create meeting agendas and meeting schedule
- Assist with recruiting committee members and, along with ACG Staff, identify a sponsorship chair
- Utilize and adhere to timeline, benchmarks, standards, and budget
- Work with staff to achieve event revenue goals
- Assist, identify, and secure event sponsorships
- Promote event to personal and professional networks
- Lead post-event debrief
- Submit a report to the Board of Directors when requested
- Act as an ACG Atlanta Ambassador to include maintaining a working knowledge of ACG events and membership benefits
- Term is one event cycle with the option to renew for a total of two years

### Taste of ACG Atlanta Committee

- Lead by Taste of ACG Atlanta Committee Chair
- Attends committee meetings (starts in the spring - Event in August)
- Assist, identify, and secure event sponsorships
- Participates on one or more sub-committee(s)
  - Wine Selection
  - Event Details/Logistics
  - Auxiliary Events
  - Raffles/Wall of Wine
  - Wine Dinners
- Promote event to personal and professional networks
- Maintain active membership in good standing
- Participate in post-event debrief
- Act as an ACG Atlanta Ambassador to include maintaining a working knowledge of ACG events and membership benefits
- One-year term plus the option to renew

### M&A South Committee

- Lead by M&A South Chair
- Attends committee meetings (starts in August-Event in February)
- Assist, identify, and secure event sponsorships
- Participates on one or more sub-committee(s)
  - Sponsorship & Fulfillment
  - Exhibitors
    - Recruit and sign up Private Equity Firms
    - Recruit and sign up IB and Mezz Funds
  - Program
    - Speakers
    - Panel Content
    - Schedule
  - C-Suite & Corporate Development
  - Marketing
- Promote event to personal and professional networks

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- Participate in post-event debrief
- Maintain active membership in good standing
- Act as an ACG Atlanta Ambassador to include maintaining a working knowledge of ACG events and membership benefits
- One-year term plus the option to renew

### **Georgia Fast 40 Committee**

- Lead by Fast 40 Committee Chair
- Attends committee meetings (starts in Fall -Event in June)
- Assist, identify, and secure event sponsorships
- Assist and identify companies not on the Target List
- Participates on one or more sub-committee(s)
  - Sponsorship
  - Nominations/Applications
  - Event Logistics
  - Marketing/Media
- Participate in post-event debrief
- Promote event to personal and professional networks
- Maintain active membership in good standing
- Act as an ACG Atlanta Ambassador to include maintaining a working knowledge of ACG events and membership benefits
- One-year term plus the option to renew

**All committee members and committee chairs need to be full members in good standing of ACG regardless of sponsorship.**