

## Roles and Responsibilities

### **ACC Staff:**

#### Marketing & Communications Manager

- Coordinates marketing/promotional efforts, including graphic design, social media/email marketing, and all website additions.

#### YP Staff Liaison

- Work with the Events Manager to coordinate YP regional meetups and those attached to more significant ACC events.

#### Events Manager

- Organize a plan for regional meetups (covering the five regions, planning events, etc.) in collaboration with the YP organizer and YP Staff Liaison.
- Plan any in-person YP networking reception with the support of ACC staff and the YP organizer.

#### Program & Outreach Coordinator

- Coordinate outreach efforts to solicit sponsors with the support of ACC staff.

### **Sponsoring Company:**

- Choose their sponsorship option.
- Work with a young professional from their company to organize the event. Meetups can be any style of networking event.
- Support event-related expenses incurred outside of the sponsorship package of services.

## Roles and Responsibilities Cont.

### Young Professional Organizer:

- Collaborate with sponsoring company and ACC staff to select the place and time of the meet-up and any additional costs. Please note that ACC is not responsible for additional costs associated with the meetup.
- Submit the Meet Up Worksheet to ACC to confirm the date. **The worksheet must be submitted 6-8 weeks before the event date.**
  - Include EventBrite or an alternative RSVP tracker.
  - Details on time/place
  - Any additional instructions that attendees might need.
- Promote even through their professional network.
- Take a roster of attendees and provide it to ACC after the event.
- Take photos during the event. These will be used in ACC marketing for future YP meet-ups.