

Emerge Summit Committee Overview

- **Mission & Purpose**
- **Committee Roles & Descriptions**

Mission & Purpose:

The Emerge Summit is the annual one-day young professional summit designed to advocate and support young professionals and their growth in the community.

- **Inform** – Topics within the Summit are focused on E (Engage), D (Develop), G (Give), and E (Empower). The speeches, experiences, and breakout sessions help inform attendees about what's going on in the region, more about what they can get involved in, and more about what they don't yet know, but can explore.
- **Connect** – This event brings together young professionals and our advocates, on the West Coast, invested in our growth in one "space" and forum with opportunities to connect during and after the event.
- **Catalyze** – These connections help refine the networking skill, starts and continues conversations around personal and regional growth catalyzing movement and change.

Committee Roles and Descriptions:

- Emerge Chair
- Emerge Vice-Chair
- Logistics (1-2 people)
- Breakout Session (2-3 people)
- Communications (2-3 people)
- Ticket Sales (1-2 people)
- Experience (1-2 people)
- Give/Scholarship
- Community Partnership

Emerge Chair

Key Responsibilities:

- Overall responsibility of the execution of the largest YP conference West of the Mississippi. This is accomplished through:
 - Creating a vision for the event, including a theme and design.
 - Working with the Metro Chamber Foundation team to understand operational guardrails and budget for Emerge Summit event.
 - Ensure unique, distinguishable, and high quality experiences for attendees.

- Ensure high quality and impactful speakers and breakout sessions that provide value to young professionals in our region.
- Ensure clear communication to exude pride and excitement around the event.
- Ensure implementation and execution of the entire event through oversight of the Emerge committee.

Main Duties:

- Visionary: Create the overarching theme and vision for the event for the committee to execute on.
- Team Management: Manage team engagement and participation.
- Administrative: Scheduling and running Emerge Committee meetings and follow up.
- Liaison: Metro Edge Leadership Council, community at-large.

Commitment Requirements:

- Up to two to eight (2-8) hours/week
- One (1) Leadership Council meeting/month
- Significant financial gift over one (1) term
- One (1) Emerge team meeting/month

Emerge Co-Chair

Key Responsibilities:

- High Level Project Calendar
- Partner and support to Chair on clarifying vision and theme and ensuring the highest quality event.

Main Duties:

- Administrative: Responsible for the event project schedule.
- Team Management: Manage team engagement and participation.
- Liaison: Metro Edge Leadership Council, community at-large.

Commitment Requirements:

- Up to one to six (1-6) hours/week
- One (1) Leadership Council meeting/month
- Significant financial gift over one (1) term
- One (1) Emerge team meeting/month

Logistics

Key Responsibilities:

- Ensure high quality execution of the event and staying on track with the execution timeline.
 - Actively manages the Project Schedule and deadlines.
 - Based on the Project Schedule, identifies what is needed for the upcoming week and month.
 - Event Technology Coordination.

Main Duties:

- Updates project timeline, as needed.
- Emerge team meeting notes.
- Tracks meeting action items and follow up as needed.

Commitment:

- Up to one to two (1-2) hours/week (increases as we get closer to event)
- One (1) Emerge team meeting/month

Breakout Session (2-3 people)

Key Responsibilities:

- Ensure high quality, impactful, relevant breakout sessions that will be thought-provoking and leave a lasting impression on session attendees.
- Facilitates a Request for Proposals.
- Facilitates evaluation of proposals with a committee.
- Directly communicates with breakout providers.
- Quality audits breakout sessions to ensure they meet the standards of our event.
- Ensures breakout providers have clear expectations of what they need to complete with a clear timeline of deliverables and by providing logistical support to ensure they have the space and equipment they need for execution.

Main Duties:

- Outreach – Manage the outreach (RFP) and receipt of breakout speaker proposals and topics.
- Communication – Draft email and social communications.
- Recommendation – Provide recommended breakout speaker line up to Chair, co-Chair, and Metro Edge President.
- Onboarding – Manage the onboarding of the breakout speakers (i.e. intro session, bio, headshot, contracts, etc.).

Commitment Requirements:

- Up to one to two (1-2) hours/week (increases as we get closer to event)

- One (1) Emerge team meeting/month

Communications (2-3 people)

Key Responsibilities:

- Ensures clear communication and promotion of the event that clearly shares the theme, and exudes pride for our event.
- Create a buzz for the event through high quality communications strategy.
- Manages Emerge Summit Website updates to ensure clear promotion with event timeline, speakers, and how to sign up.
- Coordinates drafts, review, edits, and submission of email and social content to Metro Chamber and Metro Edge Communication team contacts.
- Social media promotion.
- Creates PR strategy to ensure coverage of event.

Main Duties:

- Website Updates
 - Event Information.
 - Committee Information.
- Draft and review coordination of communications - emails, newsletter blurbs, social media drafts.

Commitment Requirements:

- Up to one to two (1-2) hours/week
- One (1) Emerge team meeting/month

Ticket Sales

Key Responsibilities:

- Goal is to sell out our in-person tickets with a strategy to target large employers in the region.
- Ticket Sales strategy development and execution.
- Work with the Metro Chamber Foundation team to understand which organizations in the region sponsor and how to engage new organizations into the event.
- Ticket sale communication drafts.

Main Duties:

- Develop recommended sales strategy and execute.
- Work with Metro Chamber staff to coordinate tickets with Sponsors.
- Draft both email and social content for ticket sales.

Commitment:

- Up to one to two (1-2) hours/week
- One (1) Emerge team meeting/month

Experience (1-2 people)

Key Responsibilities:

- Ensures high quality experience by engaging with diverse, unique experiences. facilitators to create a memorable performance.
- Creates the stage design in alignment with the event theme and design.
- Coordinates outreach, confirmation, and contracts for talent.

Main Duties:

- Provide email and social content related to Outreach and Announcements related to Experience.
- Onboarding (i.e. welcome session, contracts, etc.).
- Coordinate and provide experience recommendations based on Metro Edge. Program chair's vision of the event.

Commitment:

- Up to one to two (1-2) hour/month
- One (1) Emerge team meeting/month

Give/Scholarship

Key Responsibilities:

- Ensure that cost is not a barrier for any YP to attend this conference.
- Brainstorm and decide if there will be a "GIVE" component to the event.
- Drafts email and social content for both Give and Scholarship efforts.
- Manages the scholarship application, review, recommendation, and offering of scholarships.

Main Duties:

- Coordinate scholarship recipient's social media posts.
- Work with Metro Edge Give contact for Give opportunities.

Commitment Requirements:

- Up to one to two (1-2) hours/month
- One (1) Emerge team meeting/month

Community Partnership

Key Responsibilities:

- Coordinates and executes on any community partnership opportunities with the Chair, Vice-Chair, and Metro Chamber Foundation team.
- Drafts email and social content for partnership efforts.

Main Duties:

- Manages the outreach, review, and recommendation of partnerships

Commitment Requirements:

- Up to one to two (1-2) hours/month
- One (1) Emerge team meeting/month