

WEDDING (OSUG) COMMITTEE

Overall Roles and Responsibilities

The committee is responsible for recommending wedding and OSUG policies, management goals, public relations and budgets that support the mission, values, and strategic goals of the Association.

Responsibilities

The wedding committee's specific responsibilities include:

- The Wedding Committee is responsible for maintaining the safety and security of the NP community.
- The Wedding Committee acts as liaison between the wedding business and the NP community.
- Recommending policies that improve the booking of weddings.
- Reviewing and recommending long-range plans for the booking of OSUG events.
- Reviewing and recommending an annual operating budget for OSUG events.
- Reviewing SUP requirements and recommending corrective actions if needed.

Meetings

The committee meets at least four times a year, or when necessary at the call of the committee chairperson. Meeting dates and times should be specified a year in advance.

Members

The committee charter should include a list of the members assigned to this committee as well as the board/staff who support the committee.

The committee should seek members with backgrounds in event planning, hospitality, web design, executive leadership, and business ownership.

Reports

The committee will receive and review the following reports:

- Monthly, quarterly, and annual financial statements related to OSUG.
- Bride satisfaction surveys and event complaints.

Annual Committee Goals

The wedding committee will establish goals each year specifying its principal work focus areas for the coming year. Typical examples might include:

- Evaluating weddings/OSUG events and making recommendations based on historical data