

Sample Committee Member Recruitment Email

Hello [name of person you're reaching out to],

I am reaching out to you to see if you would be interested in joining a planning committee to produce a new college and career readiness event [briefly describe your event here – the who, what, where, when]. To ensure that content is relevant and exciting, we are seeking a committee to help plan the event and reach a broad audience.

[If committee member was recommended to you by someone or you have a specific reason for inviting this person describe in more detail here]

What does it mean to be on the committee:

Committee members are invested in helping young people plan for college and their careers and want to shape the content of the event. Committee members will be expected to attend monthly meetings for at most hour, on the first Wednesday of the month. Closer to the event, meetings might move to every two weeks if need be [update based on the frequency you would like to meet].

Each person will take on one element of helping plan or promote the event, based on skill set and available time. (Some examples: Read through submitted proposals, identify and reach out to potential speakers, promote the event through your network, assist with day of event tasks).

We are seeking 4-6 committee members.

If you would like to participate on the Planning Committee:

1. Please email me back confirming that you are interested and available to join the committee
2. [Respond to this Doodle poll to select the time that works best for you to meet.](#)

Background on the event:

[Provide a more detailed description of your event and its history].

EXAMPLE: The event features nationally renowned keynote speakers, breakout sessions, guided workshops, prize drawings, delicious meals and all-around great opportunities for networking with other folks who share your passion for college and career readiness.

If you have any questions please let me know, I'm happy to get them answered!

Sincerely,

[Your name]

[Your title/org]

