

## Events Chair

- Send monthly reminders to those within your area of responsibility asking for updates
- Send monthly reports to Assistant Coordinator
- Attend monthly Board Meetings and pray about Board decisions
- Pitch in to help with Board initiatives
- Oversee and communicate with Event Organizers
- Assist Organizers to recruit member volunteers for planning, set up, and execution of Events
- Assist Organizers in submitting a proposed budget for each event
- Post event information on the web site, or delegate to the Organizer
  - ✓ Include: who, what, where, when information and a link to the sign-up form (if needed)
  - ✓ Include basic information on the calendar page with a link to the event page
  - ✓ Prepare web pages and sign up pages before announcing Event to members

## Examples of Events

Field Day  
Book Swap  
Graduation  
Spring Formal  
Field Trips

## Examples of Past Events

Spelling Bee  
Geography Bee  
Project Fair  
Speech Festival  
Fire Safety Day