

Dailard School Foundation

Job Title School Events Coordinator

GENERAL DESCRIPTION

Oversees committee chairs of individual programs. Assist committee chairs in success of their programs by offering support and/or help as needed.

Serve as the liaison between the board and committee chairs and programs.

Work cohesively with Fundraising chair.

SPECIFIC POSITION DUTIES

- Develop and propose a school calendar of programs to be presented to the board for adoption.
- Help recruit new committee chairs, seeking experienced as well as new members. Existing committees include Rummage Sale, Holiday Bazaar, Friday Night Lights, Fall Festival, Kinder-Mixer, Dances, Grandparent and Graham crackers, I-N-G-O and Run/Walk Club.
- Ensure committee chairs work within their individual budget and understand the purpose of their event/program. Ensure that there is a division of responsibilities, shared agreements and process for implementation of tasks.
- Provide a verbal and/or written report of committee activities and the needs of the committee chairs at monthly DSF Board Meetings.
- Ensure that adequate documentation and reporting is captured during the planning and end of an event/program. Provide end-of-event report of whether the event was successful either financially or by other measurement.
- Work with Fundraising chair to organize and prepare monthly committee chair meeting. Ensure that agendas are available to the board and parents prior to the meeting. Occasionally attend subcommittee meetings to ensure that the event is within budget and on schedule.
- Maintain good communication with the volunteer recruiter(s) to ensure recruitment efforts are met for specific events. Ensure recruiters are friendly and welcoming of all potential volunteers.

BOARD MEMBER RESPONSIBILITIES

- Attend DSF Board Meetings and General Meetings
- Be an enthusiastic supporter of all activities and projects of the DSF.
- Be an ambassador of the DSF, saying positive things about activities and explaining the DSF to parents who may not understand the purpose of the organization.
- Encourage parents to become active participants.
- Be host/hostess at any DSF function, making sure everyone is comfortable and feels welcome.
- Be willing to assist with other tasks as needed.

POSITION TERM 2 Academic Years

TIME COMMITMENT High