



## **EVENT COORDINATOR**

Beacon Hill PTA 6.15.42

The Event Coordinator is an appointed position, approved by simple majority vote at a board meeting in the spring. The term of this position is one year, beginning July 1<sup>st</sup> and ending June 30<sup>th</sup> of the following year. A commitment of at least two terms is desirable.

### Duties and Responsibilities

- Attend monthly board meetings.
- Prepare for and attend quarterly Family Involvement Meetings.
- Assist with other events such as annual Walk A Thon, Read A Thon, Beacon Bazaar as requested or desired by those event chairs.
- For quarterly Family Involvement meetings the Event Coordinator will:
  - Reserve the MPR (Multi Purpose Room) for all 4 scheduled meetings, at the beginning of the school year, and remind CDSA and Custodial Staff 2 weeks before each scheduled meeting.
  - Purchase pot luck supplies for each meeting including compostable plates, napkins, recyclable cups and cutlery as needed, ensuring that receipts are kept for reimbursement by the Treasurer.
  - Ensure that translated notices have gone out to families at the beginning of the school year, and 1 week in advance of each quarterly meeting. Post translated notices at the PTA bulletin board and at the school entry so that families will see them at pick up time.
  - Communicate with IA Staff to ensure non-English speaking families are aware of the meetings 1-2 weeks in advance, and that necessary volunteer family translators are scheduled and available.
  - Arrive at each quarterly meeting 30-60 minutes in advance to coordinate set up.
  - Remain at each quarterly meeting 30-60 minutes after it ends to ensure all folding walls are put back into place, chairs are returned to the supply room, the proper number of tables are left in each of the 3 rooms, etc.
  - Arrange for 3-4 child care workers at each applicable meeting. Arrange in advance for access to the gymnasium when child care is provided. Retain receipts for cash payment to child care workers for reimbursement using the form available on the school website.