

## Director of Events

Appointment by President after approved by Executive Board

<b>Qualifications:</b>	PTA Member
<b>Term:</b>	Board Members Commit to one year of service. There are no term limitations.
<b>Weekly Commitment:</b>	1 Hour on average Communications related tasks can be done at home when convenient.
<b>Specific Time Commitments:</b>	Required participation at monthly Board Meeting. Provides board update on all Events related activities, and participates in the review and approval of spending and board related decisions. Attend Quarterly, evening General Membership meetings: September, January, March and June. Attendance at PTA Major Events
<b>Busiest Times of Year:</b>	October, December, April, May, June
<b>Responsibilities:</b>	The Director of Events recommends the annual plan of Events, assists in recruiting volunteers to fill the committee chair positions falling under the umbrella of events, and provides leadership as a member of the board of directors. Supports Committee Chairs in obtaining budget plan approval from the Board prior to spending for reimbursement.
<p><b>This Director is responsible for providing leadership support to, and overseeing the following Committee Chair positions:</b></p> <ul style="list-style-type: none"> <li>• Tissues &amp; Tea</li> <li>• Popsicles on the Playground</li> <li>• Fall Family Bingo Night</li> <li>• Gingerbread House Night</li> <li>• Book Fairs (Fall &amp; Spring)</li> <li>• Science Expo</li> <li>• Coffee with the Principal (Quarterly)</li> <li>• Spring Family Event (Literacy Night)</li> <li>• Field Day</li> </ul>	