

SEPTEMBER EVENT CHAIR

Job Description: Plan, coordinate and produce the September Event (September General Meeting)

Responsibilities:

1. Coordinate with Program VP to set date of September Event.
2. Organize committee* to plan the event.
3. Meet to decide location, time, date, theme, refreshments, program, name tags, etc.
4. Organize set-up, clean-up, and food committees.
5. Coordinate with other Officers and/or chairmen who may be part of the event (see * below).
6. Submit timely announcements in the Triad about the event.
7. Coordinate information with the Triad Editor, Triad Cover Designer, Neighborhood Coordinator, and Public Information Chair as to their deadlines.
8. Special attention may be given to introducing new members and sections.
9. Prospective members should receive special invitations to attend.
10. Attend Board meeting(s) as needed, prior to the event.
11. Prepare a report about the event and submit it to the President.
12. Maintain a Chairman's book. Include End of year reports and any other useful materials.

Deadlines:

1. No later than Aug. 1, notify the Program VP as to date of the event.
2. Prior to Event, attend Board meeting(s) as needed.
2. Triad deadline: 15th of the month (August, for the September issue)
3. End of Year report

Chair of: September Event Committee

* may include:

Hospitality
Housing
Public Information
Membership VP
President
others, as needed