



SPECIAL EVENTS COORDINATOR

AVAILABILITY REQUIREMENT: Must be good at organizing special events. Must be able to communicate with the school via email and in person when necessary and able to put notes in folders often. Must be motivated. It would help to have been in the school for at least one-year prior.

1. Attend the August and January board meetings and other board meetings if asked by the board or if you feel it would be helpful. This will give you and the board an opportunity to coordinate events for the year and seek input from board members as well as ask for support for any special events. The below activities are recommendations but you are welcome to volunteer different activities.
2. Meet with teachers at the beginning of the year to update their Teacher List of Favorites. This may include but is not limited to, favorite hot drink, favorite stores, weekend activities, allergies.
3. Create and maintain a **Special Events Tracker**. Keep a document listing special events, provide any feedback, lessons learned, or tips for the next Special Events Coordinator. What did you do for Teacher Appreciation Week, etc. For example this will help the next SEC and also prevent us from repeating the same thing for Teacher Appreciation Week.
4. Make arrangements for the **Back-to-School Picnic**. This includes setting the date for the picnic, (in August, consult the President and set date so that date can be added to calendar) and finding a place for it to be held. A few weeks prior to the picnic, consult with the Board to determine what items, if any, the school will be providing; make necessary purchases based on budget provided by Treasurer and submit receipts to Treasurer for reimbursement. Solicit for Committee Members to help with setup and cleanup. Use of Sign-Up Genius or similar tool is extremely helpful for most events.
5. Plan and execute **Teacher Appreciation Week**. You are the lead on this. Consult the Administrative Liaison and solicit help from other school members, especially Class Chairs. Start early! Teacher appreciation week is traditionally held in February, the week prior to the February general meeting, with a gift presentation at the February general meeting.
 - a. Consult the board at the board meeting.
 - b. Solicit help from Class Chairs in collecting donations from families. The funds will go towards a gift(s) for each of the teachers, to be presented to them during the February General Meeting. There is no budget for this, so you will need to rely on donations from parents. You can start coordinating with Class Chairs and the board in early January for this.
 - c. The week may consist of bringing coffee/tea in the morning, providing lunch and then a home-cooked or restaurant bought dinner one day for teachers. Post a sign-up sheet on the school bulletin board or use Sign-Up Genius a few weeks before Teacher Appreciation Week for members to select the areas they can help in.
 - d. Consider including a student connection which may include a "high five," card, or picture from each student to be collected for each teacher.
6. **Spring Ice Cream Social**. Consult with the board to choose a day/time for the event. Consider selecting a rain date if the event will be outside. Send reminder emails to school members with date, time, cost etc. as well as make a few fliers for bulletin board/folders. Solicit members to help with

setup, cleanup, ice cream dipping. Purchase ice cream, toppings, bowls, spoons, tablecloths, and napkins for the event. Note: Ice cream may be replaced with ice pop because of allergies and ease of set-up/clean up. Coordinate with the Treasurer for a budget and then submit receipts to the Treasurer for reimbursement.

7. Remind the Class Chairs to make arrangements for **General Meetings**: setup, refreshments, and clean up. This can be done via email and note in their box.

4's-August general meeting

3's-February general meeting

2's-May general meeting

8. Select and coordinate up to **three philanthropy and/or community involvement activities** during the school year. (Jobholder is encouraged to seek volunteers to assist with such activities.) The activities selected should represent a variety of different types of projects or events, including at least one activity that requests something other than monetary contributions from participants. To the extent possible, the activities selected should involve direct participation by the children enrolled in the school.

9. Maintain and update a binder of ideas for philanthropy and community involvement activities for future reference. Examples of potential activities include: participation in charity walks, collection of canned goods or household items for a homeless shelter, collection of spare change to donate to a designated charity.

Note: Any money spent on completing this job (up to \$40.00) is the responsibility of the jobholder. Amounts in excess of \$40.00 are reimbursed by the school upon request and submission of **all** receipts for all disbursement made on behalf of the school.

Revisions: 03/2018 TAB