

# EVENTS CHAIR



You like to manage events!

## **TIME COMMITMENT**

4-12 hours a week around large events, plus 2 monthly meetings

## **BUSIEST TIME OF YEAR:**

The months prior to large events

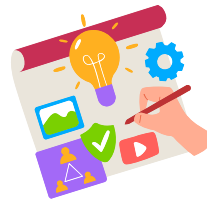
Volunteers  
needed



## **SUMMARY OF ROLE:**

Collaborate with leads of PTA events, principal, and PTA president to coordinate, plan, and implement events.

## **ONGOING TASKS & RESPONSIBILITIES:**



- Communicate with Event Leads to help coordinate PTA-sponsored events.
- Ensure that proper PTA insurance documents are collected for each event and that proper procedures are followed.
- Help set events program calendar with Board.

