

Bazaar Coordinator Policies & Procedures

Term of Office: June 1 – May 31

- You are encouraged to attend the AWA Executive Board Meetings though this position has no voting authority.
- Submit reports to the Secretary at least one week prior to each Executive Board meeting. In addition, post reports routinely to the appropriate AWA digital location. A paper copy may be kept to pass on.
- Shall update and maintain the policies and procedures for the position of Bazaar Coordinator. These shall be posted in the appropriate AWA digital location. A paper copy may be kept to pass on.
- Shall be informed about the organization, its issues and connection with the members and community.
- Use the Board email system as the primary tool to communicate with members of the Board.
- Work with Special Events Coordinator to propose AWA's bazaar schedule (i.e. fall and/or spring).
- A proposed budget of each bazaar shall be submitted to the Special Events Coordinator who will submit to the AWA Executive Board for approval.
- Make all necessary arrangements for each bazaar, including the date, venue and refreshments working closely with the Special Events Coordinator who will present to the AWA Executive Board for approval.
- After the bazaar, an 'Event Report' shall be submitted to the Special Events Coordinator.
- Update the 'Bazaar Coordinator' binder with all materials and documentation used to plan each Bazaar. This binder should be stored at the AWA Center and passed to each new Bazaar Coordinator. As much information as possible should be posted to the appropriate AWA digital location.
- Assist Programs & Activities Coordinator to arrange vendors for coffee with shopping mornings.
- Attend monthly coffee morning programs, sponsor programs, as well as Newcomer, Regular, Special and Annual Membership Meetings.

- Submit a year-end report by May 31 to the Secretary. This should also be posted to the appropriate AWA digital location. A paper copy may be kept to pass on.
- Shall support all Special Events of the AWA.
- Coordinate with the Treasurer regarding your budget and financial reports. Arrange for cash advances ahead of time.