

# **Programs & Activities Coordinator Policies & Procedures**

Term of Office: June 1 – May 31

- Serve on the Executive Board and attend all Executive Board meetings. (In the case of co-coordinators, they may wish to alternate their Board meeting attendance.)
- 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 Programs & Activities 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.
- Plan, or assist in planning, as necessary, repeated activities for special interest groups to foster a sense of fellowship among AWA members (ex. kids playgroup, bridge, book club). Liaise with the lead contacts for these activities and programs and be able to report to the Board regarding participation.
- Plan, or assist in planning, unique programs (presentations, workshops, art classes) with speakers, facilitators or teachers. These programs are usually more structured. This includes planning programs for the monthly coffee mornings. Be able to report to the Board regarding participation.
- The P&A Coordinator is encouraged to select speakers, presenters, and/or teachers willing to donate their time. When someone feels they cannot donate their time, a fair and appropriate fixed-rate fee shall be negotiated prior to the event and members and non-members charged accordingly. In addition, note that AWA members may not profit from their service to AWA, therefore, AWA members need to donate their time.
- If you are not the lead, work with the lead for Monday coffee mornings, shopping mornings, unique activities, speaker presentations, classes, etc., as necessary.
- Introduce speakers or presenters for programs as necessary.

- Work with the AWA Center Coordinator and the Bazaar Coordinator regarding vendors and set up for coffee mornings with vendors present. Non-yayasan vendors will pay a fee for their table and donate a gift for a raffle draw.
- Assist the President to arrange programs at regular and annual meetings of the membership as necessary.
- 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.