

Special Events 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 Special Events 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.
- A proposed budget of each event shall be submitted to the AWA Executive Board for approval.
- After every Special Event, an 'Event Report' shall be submitted to the AWA President and Secretary and be posted to the appropriate AWA digital location.
- Coordinate major events with committee coordinators. These events may include, but are not limited to, balls, welcome back parties, Mardi Gras, Margaritaville, and Bazaars. There is some flexibility in the types and number of events that are scheduled in any given year.
- The Coordinator has a degree of creativity in the events they plan, provided the plans have been discussed with, and approved by, the AWA Executive Board.
- Shall work with the Sponsorship Coordinator concerning sponsorship of each event including donation of raffle/auction items or cash.
- Shall work with Bazaar Coordinator regarding AWA Bazaars.
- Serve as a member of the Finance Committee.
- 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.