

Event Coordinator Position



Policy #: ?

Policy Name: Event Coordinator Position

Approved By:

Date Approved:

Background:

Recently, the Board has asked for volunteers to coordinate various annual events throughout the year. Events include:

1. Club Sponsored Trials and Tests
 - a. Rally/Obedience
 - b. Scent Work
 - c. AKC Temperament Test
 - d. Canine Good Citizen Test
 - e. Show n Go
2. Annual Awards Dinner
3. June with Joan
4. Fun Night (5th Thursdays)
5. Halloween
6. Thanksgiving
7. General Meetings
8. Workshops
 - a. Barn Hunt
 - b. NASDA
 - c. Scent Work
 - d. Educational Seminars
 - e. AKC Meet the Breed

Currently, each event committee acts independently, with no direct communication with the Board unless a board member is on the committee, potentially leaving the committees without direction or guidance.

Proposal:

We would like to propose that an "Event Coordinator" position be created to act as a liaison between the Board and the event committees. This position would be responsible for the following:

1. Work with the board to make sure each committee's responsibilities are well defined and documented

2. Work with the board and the committees to ensure that all events are on the Club calendar and avoid date conflicts
3. Work with the event committees to provide updates to the Board regarding:
 - a. Budget
 - b. Committee Needs
 - c. Challenges/Concerns
4. Work with the event committees to ensure that events are properly advertised on the following medias:
 - a. Facebook
 - b. Instagram
 - c. Newsletter
 - d. Website
5. Work with the Volunteer Coordinator and event committees to recruit committee members
6. Work with Volunteer Coordinator and event committees to recruit for day of volunteers
7. Work with Volunteer Coordinator to ensure that each committee member receives appropriate VIP points for their participation

If Approved, Venus Zayas and Audrey Aguilar will fill the role of Event Coordinator.