

# JRES PTA - Job Description

## Special Events Committee Chair

**Time commitment:** August- October & January-May

*Busy peaks are:* time directly leading up to event days: Pumpkin Lighting end of October & Spring Festival/Carnival end of April/ beginning of May= planning meetings, assembling a committee

**Responsibilities:** Summarized from bullet points below the Special Events Committee Chair has the core responsibility of managing the big special events. Attendance day of the event. This position works under the VP of Programs.

### Special Events Committee Chair Duties

- Attend board meetings and participate in discussions and decision making.
- Assemble a committee.
- Coordinate with Spanish speaking Liaison, Treasurer, VP Programs and President, & other chairs as needed to prepare for event including:
  - Vendors
  - Food
  - Pumpkins/other display items
  - Map
  - Parade
  - Trunk or treat
  - Games & other activities
  - Marketing/flyers
  - Parks & Rec Special Events applications/permits
- Maintain a file of all your work, including photos of displays and samples of each document.
- Submit approved expenses via the appropriate PTA form to the Treasurer in a timely manner.
- Attend PTA sponsored events