

Uptown Plain City Organization Event Committee Chair Job Description

Position Requirements: The ideal candidate must possess strong organizational skills complemented by flexibility, be able to lay the ground work and coordinate resources to maximize productivity, and achieve objectives within deadlines. Cultivates team building through trust and nurturing relationships, ultimately creating unanimity amongst committee members.

Position(s) Supervised: Committee volunteers

Time Requirements: 10 – 20 hours per month

General: Appointed and annually approved by the Board of Directors. Provides leadership for the entire event planning process; orchestrating the overall production, providing guidance to volunteers as needed, and making the final decisions. The Chair is the spokesperson for the entire group – articulating the goals and progress of the event, and providing an event evaluation to the organization's executive members.

Specific Duties:

1. Is a member in good standing of the Uptown Plain City Organization (UPCO).
2. Sets tone for the committee work.
3. Recruits volunteers.
4. Ensures that members and volunteers have the information needed to do their jobs.
5. Oversees the logistics of committee's operations, establishing a task management schedule.
6. Reports to the Core committee chair monthly (Marketing, Design, Operations, Business Enhancement).
7. Reports to the full Board on committee's decisions/recommendations.
8. Assigns work to the committee members, sets the agenda, runs the meetings, and ensures timely distribution of meeting minutes.
9. Participates in procuring sponsorship and donations for the event.
10. Responsible for establishing and maintaining event budget, adding timelines for annual report/meeting and final budget after event.
11. Has final responsibility for all decisions of the committee.
12. Responsible for completion of event evaluation and event goals for annual report/meeting.
13. Attends Executive committee meetings.
14. Responsible for committee succession planning.
15. Receives no compensation.
16. The term for Event committee chair is for one year with no limit on consecutive terms.