
Palm Harbor Newcomers Club

SPECIAL EVENTS CHAIR – GENERAL BOARD/BOARD OF DIRECTORS

Term of Office:

One year: June 1 to May 31.
May be appointed to one additional consecutive term.

Purpose:

Plan and implement all-club outings, events, parties and other activities which occur only once a year.

Qualifications:

- Be a year-round area resident.
- Be computer literate.
- Be willing to serve and have adequate time to serve.
- Have the ability to meet deadlines.
- Have the ability to delegate.
- Have the ability to work collaboratively.
- Have the ability to serve with ethical standards and confidentiality and without conflict of interest.

Reports To:

PHNC Executive Board,
PHNC General Board and
General Membership

Principal Duties:

- Support the mission/vision/values/goals of PHNC.
- Be an enthusiastic internal and external ambassador for PHNC.
- Abide by the PHNC Bylaws.
- Serve as a member of the General Board and Board of Directors.
- Attend all Board of Directors and General Membership meetings and report, as appropriate, any and all plans, updates, actions taken or issues identified.
- If unable to attend a Board of Directors or General Membership meeting, notify the President and submit a brief report in writing no later than three days prior to the meeting.
- At least four months prior to a proposed special event and prior to obtaining any contract, other commitment or financial expenditure, submit all details to the Board of Directors for approval.
- After approval by the Board of Directors and working within the approved budget, plan and implement no fewer than four special events during the year, ideally at least one per quarter. Events may or may not include a Gala and a Holiday Cookie Exchange.
- Select and supervise chairs for special events as desired.
- Verify with the Secretary that all non members participating in a special event have a current signed waiver on file.
- Maintain regular communication with the Board of Directors, reporting as appropriate any and all updates, actions taken and/or issues identified.
- As necessary, submit budget requests for the position, making every effort to assure any special event is self supporting.
- As necessary, provide contracts and other binding agreements related to special events for signing to the President, Vice President-Membership or Treasurer.
- Ensure website entries are completed correctly and work with the Treasurer to resolve any payment issues.
- Respond to website "Contact Us" submissions for special events/trips in a timely manner and update the entry to show action taken.
- As necessary, submit check requests in a timely manner to the Treasurer.
- Provide detailed information of each special event in writing to the Website Chair, Chatterbox Editor and Publicity Chair at least three months in advance of the event.
- Delegate tasks as appropriate.
- Pass on materials, supplies and records and train successor. Materials should include a comprehensive list of all special event contacts, resources, components, costs and a list of potential future special event concepts and venues.