

Event (single) Coordinator – Job Description

JOB PURPOSE

The Coordinator arranges and carries out an event on behalf of the Society eg Seedy Saturday, Green Week, Special Workshops to:

- educate and raise public awareness of and interest in all things horticultural.
- raise public awareness of the Society and its contribution to the Community

KEY DUTIES and RESPONSIBILITIES

Recruit and organize volunteers to plan, organize and hold the event

Ensure recognition and appreciation is given after the event to those who contributed to its success

Ensure equipment is returned to the storage locker and is available for next year

Identify a successor.

RESOURCES

Budget: TBD

AUTHORITY AND ACCOUNTABILITY

Advise the board on progress as needed

Submit a record of volunteer hours to the Recording Secretary.

Submit fees and receipts to the Treasurer

Seek approval from the Board for anticipated expenditures that exceed the event budget.

Provide a written summary regarding the event for the Annual Report.

Obtain a copy of the insurance certificate if required

How to Hold an Event

Ensure event goals are consistent with Society Mission

Before the Event

Select date, Confirm venue

Get cost estimates (e.g., room rental, equipment)

Present a budget to the Board if needed

Consider advance publicity - media, printed material, signage, online, social media

Liaise with sponsors / partners

Identify and contact volunteers; assign tasks and shifts

Obtain needed resources - check the Society storage locker

Set up registration / sales if needed

Consider need for permits, insurance certificate

Review safety and security needs

Consider food and beverage needs

Create some buzz with Society members

Consider photo opportunities for media and Society Annual Report

Hold the event

Follow up –

Hand in revenue and receipts to Treasurer

Submit a record of volunteer hours to the Recording Secretary.

Provide a written report to the Board (AGM) regarding the event.

Send thank-you's

