

Special Events Coordinator

- Plans and coordinates special events, workshops, and retreats throughout the year. Is encouraged to form a committee to assist in planning and presenting events.
- Develops and maintains a calendar year of workshops, events, and retreats to maximize attendance and avoid conflicting with other OA service bodies' scheduled events.
- Keeps the SGVIE Board updated on all events in a timely manner.
- Prepares all workshop flyers and submits to Board and Region 2 for approval.
- Ensures all communications/flyers are posted on SGVIE IG, Region 2 and WS event calendars.
- Coordinates with other board members for synergy and consistent messaging (i.e., Briefs Coordinator, Public Information, Webmaster, etc.) in communicating workshops, retreats, and special events.
- Prepares event and retreat plan budgets well in advance of the event, tracks deposits, actual expenses, and attendance.
- Responsible for all monies before and after the event and submits a detailed report of expenses, profit or loss, and receipts to the IG Treasurer.
- Within a reasonable period of time (30 days), prepares and presents a wrap-up report for the intergroup, highlighting attendance, profit/loss, etc.
- Maintains event and retreat files, keeping copies of materials to guide the next Special Events Coordinator.

(- 2020-2021 SGVIE Board Eligibility & Duties-FINAL)