



JOB DESCRIPTION: Special Events Chair

Type of Position: Committee Chair **Term:** 1 years (2019/20 School Year)

Time Commitment: Medium

RAM RAC is currently seeking a Special Events Chair for the 2018-19 school year – with duties being assumed on or about June 13, 2019.

The Special Events Chairperson is responsible for helping coordinate and plan various special events during the 2019-20 school year at RHS (for example, Spirit Week & or Homecoming). The Special Events Chair will recruit and develop volunteers as they deem necessary to help with the planning, execution and reporting for identified events. Recommended qualifications for the Special Events Chair include:

- ❖ Help provide a comprehensive and coordinated effort on behalf of RAM RAC and their member clubs in specified events
- ❖ Help cultivate and enhance RAM RAC's image as a vibrant part of the RHS (and RTNJ) athletic and academic community
- ❖ Engage and strengthen the ties between Athletics, Academics and the Arts
- ❖ Ensure diversity and distinctness in events offered by RAM RAC
- ❖ Good writing and communication skills including follow up and volunteer recruitment
- ❖ Helpful if participated in fundraising either at the PTO/PTA or athletic-booster level
- ❖ Ability to apply the following basic management skills: (e.g. identifying opportunities, being resourceful, dealing effectively with people, detailed follow-up)

Specific responsibilities include:

- ❖ With the assistance of the RAM RAC Executive Board, develop special events plan for the 2019-20 academic year
 - As appropriate, work with the Treasurer & Fundraising chair to define event-specific fundraising goals & budgets
 - Working with the Treasurer, ensure that all funds raised are deposited in the RAM RAC checking account no later than 2 business days following the conclusion of each event
- ❖ Work closely with the Secretary and Social Chair to advertise each event to members and create awareness for events
- ❖ No later than the next Executive Committee meeting, present a 1-page report of the event including budget, fundraising goals and recommendations for future events
- ❖ Maintain a history of each event, documenting details for future events & best practice sharing
- ❖ Perform other duties as prescribed in the bylaws or assigned by the organization