



Job Description FUTURE FEST COMMITTEE CHAIR

Mission: To coordinate an information fair highlighting programs available to assist secondary students in reaching their education or career goals.

This will be done by:

- Working with District personnel and those outside the district.
- Recruiting committee members as needed for publicity, event planning and execution, set-up, and clean-up.
- Providing monthly reports to Executive Committee on progress of preparations for event.
- Document all in-kind donations
- Informing Board promptly of any changes to program and especially of any unforeseen expenses.
- Attending Board of Directors and General Membership meetings the month before and after event and as requested by Executive Committee.
- Maintaining a binder of all details pertinent to event, which will be given to the PTA Council Executive Committee for the archives after the event.
- Once appointed by President, Chair shall serve as spokesperson for Council event