



Job Description RECOGNITION EVENT CHAIR

Mission: To create an event to honor Shoreline PTA Council and Local PTA Unit Golden Acorn, Outstanding Advocate and Outstanding Teacher award winners.

- Works with VPs of Communications to update home page and information on the Council website.
- Communicates with VP's and treasurer about responses received and attendance anticipated.
- Proposes a plan of action and presents to the Board of Directors for their approval.
- Reserve room, tables and order linens at Shoreline Center for event.
- Apply for appropriate liquor license.
- Hire caterer, band and other vendors with council approval.
- Document all in-kind donations.
- Create menu and coordinate service.
- Coordinate volunteers for serving, cleaning and set up and break down.
- Send out invitations to local units, track responses and create attendance list.
- Create name tags, place cards, table assignments and program of events for the evening.
- Establish theme of event with council approval and coordinate table and venue decorations.
- Once appointed by President, Chair shall serve as spokesperson for Council event.