



Committee Chair Job Description

Committee _____ Year _____

Chairperson _____ Phone Number _____

Email Address _____

Board _____ Member Phone Number _____

Event Description _____

Event(s) Date(s) _____ Time of Day _____

Frequency _____ Rain date (If applicable) _____

Event Location _____

Address _____

Contact Person(s) for event _____

Budget to spend _____ Profit Goal _____

Financial agreement _____

Deadline to Book Date and Contact Info _____

Number of Volunteers needed _____

Supplies Needed _____

Advertising strategy & communication _____

Add'l Notes _____

Check list

- ___ Clear necessary info and receive necessary approvals from Trinity admin., Teachers, PTO Board, etc.
- ___ Determine all the details to make it happen – Establish a Timeline giving lots of padding for deadline
- ___ Supplies needed & Items to buy (remember policies and procedures i.e. tax exempt form, reimb. Forms, etc)
- ___ Follow-up after event (i.e thank you's, report, Paw Print, etc)
- ___ Submit reports to Board member prior to and following your event
- ___ Give report at General Board before and after your event

Last revised on: 7/13/09

