

Peo-Taz Chapter of A.B.A.T.E. of Illinois

Job Description

Activities Director

QUALIFICATIONS

As the event planner for the Chapter, the Activities Director must be an organized, creative, and reliable individual capable of directing committees.

TIME REQUIRED

The Activities Director will need to devote approximately 40 hours per month to the job for telephone, computer work and meetings. Each month there is an Officers meeting and a Chapter meeting. Committee meetings for specific events are scheduled as necessary.

BASIC DUTIES INCLUDE:

1. Reporting activities of the office at the Officers meeting.
2. Casting one vote on Issues before the Officers or Chapter Meetings.
3. Working closely with all Officers for the benefit of the Chapter.
4. Scheduling the Chapter events, that will not conflict with State functions, one year in advance for the state calendar events.
5. Negotiating location, food, beverage, and entertainment contracts for Chapter events at the direction of the Executive Board.
6. Writing a monthly article for the Chapter newsletter including but not limited to flyers for upcoming events.
7. Appointing assistants as necessary to help with job performance.
8. Forming committees by asking for volunteers or soliciting Chapter members for help to plan events at least two months in advance of the event date.
9. Receiving ideas for all events, finalizing plans, and then presenting the plans at the Officers' meeting for final approval.
10. Presiding over all Chapter events or if attendance is impossible, making sure that an assistant will preside over events.
11. Advising the Sargent of Arms of assistance needed at events.
12. Advising the Public Relations Director of media coverage requested for events.
13. Performing other duties as directed by the Executive Board.
14. Turning over collected monies to the Treasurer within a timely manner.
15. Financial report to the board after an activity.
16. Keep newsletter director advised of all upcoming events two months prior to event

Retyped July 2021