



## **Job Description: Events Director**

**Role:** Direct planning and coordination of LWVSFC Events

### **Responsibilities:**

1. Plan and oversee a calendar of activities and events for the LWVSFC fiscal year.
  - After the annual meeting, conduct a Calendar Planning Meeting to schedule General Meetings, events and activities for the year.
  - Designate a person to be in charge of each scheduled activity on the calendar.
  - Draft and publicize a schedule of LWVSFC activities and events for the year.
  - Make changes to the schedule of events, as appropriate, and publicize.
  - Organize speakers and topics for General Meetings and other sessions, as needed.
  - Provide support for event leaders and other members who volunteer to help with events and activities.
  - Work with the PR/Communications Director to publicize LWVSFC activities.
2. Maintain the areas of the website pertaining to Events
  - Update the Events calendar on the Home Page as events are finalized.
  - Upload the latest Calendar of Events as needed.
  - Place agendas, forms, and instructions on the website as needed.
  - For paid events:
    - Set up the registration link if it is an in-person event
    - Set up options for purchase, if applicable, and payment link
3. Participate in Board activities and planning.
  - Manage and oversee the budget for events
  - Plan and participate in Board and member orientation and training
  - Work with the Board on succession planning