

Subject: Job Description	Initial Date: 01-02-07	
Responsibility: Special Events Director	Date Reviewed: 02-23-07	
Approved by: SCV-CAMFT Board of Directors 03-27-09	Date Revised: 03-25-09	P&P 110—H

110—H

JOB DESCRIPTION FOR THE SPECIAL EVENTS DIRECTOR

Specific duties:

The Special Events Director is responsible for overseeing and evaluating special events.

The Special Events Director’s duties include:

1. Attends all board meetings and the annual chapter meeting.
2. Attends board meetings prepared to debate and discuss issues at hand.
3. Regularly handles board business through email, including debate, which allows a board meeting to be mainly a voting event for issues already discussed by email.
4. Actively supports the decisions of the Board of Directors.
5. Ensures adherence to the mission and goals of the chapter.
6. Ensures adherence to chapter deadlines.
7. Acts as the point of contact for the chapter disaster preparedness committee.
8. Supports the disaster preparedness committee in offering one disaster preparedness training per year, driven by chapter membership interest and past attendance. Suggested frequency by State CAMFT is 1-2 trainings per year. State CAMFT has historically given the chapter a stipend if the training holds at least 25 members.
9. Collaborates with event coordinators to guide and direct events, unless the event falls under another Director, for example, Programs, Ethics, Pre- and Newly Licensed, etc.
10. Evaluates offering an SCV-CAMFT conference on even numbered years – dependent on chapter member interest.
11. Coordinates a hospitality room or table/booth at the State CAMFT annual conference that happens in Santa Clara County on odd numbered years (see P&P 201 for suggestions of offerings to out of town participants).
12. Transfers all material pertaining to the office to the newly elected Special Events Director and educates the newly elected Special Events Director as to the role of the position.

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