



SDCWA JOB DESCRIPTION

POSITION	Afternoon Tea Committee Co-Chairs Scholarship & Philanthropy Fundraising Event held in the Fall in lieu of September or October business meeting.
REPORTS TO	First Vice President
JOB DUTIES	- Oversee and coordinate all aspects of the SDCWA Afternoon Tea Fundraiser event. - Recruit or assign team leaders for subcommittees. - Recruit committee members to work on subcommittees and specific aspects of the event
TIMELINE – SDCWA calendar year	
January-March	- Determine event date (Sept. or Oct.) and reserve venue - Select caterer for event
April-May	- Create “Save the date” cards for event - Write article for June newsletter promoting event and call for volunteers
June	Distribute “Save the date” cards at June luncheon/meeting
July-September	- Recruit volunteers - Hold 2 planning meetings - Promote event (update website and Facebook, write articles for newsletter, create flyer, send out email announcement to non-members, set up reservations) - Select menu
October	Event set up and cleanup
November-December	- Evaluate overall event - Solicit feedback on event - Send out donor acknowledgement letters
PROCEDURE BOOK	- See Google drive - Maintain a procedure book to be passed on to incoming chair. - Update at end of term with step-by-step instructions; electronic files, sample documents.

Afternoon Tea Committee JD July 2023