



## SDCWA JOB DESCRIPTION

|                                                        |                                                                                                                                                                                                                                                                 |
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| <b>POSITION</b>                                        | Chinese New Year Dinner Chair <ul style="list-style-type: none"><li>– Scholarship &amp; Philanthropy Fundraising Dinner</li><li>– Silent Auction</li></ul>                                                                                                      |
| <b>REPORTS TO</b>                                      | First Vice President                                                                                                                                                                                                                                            |
| <b>JOB DUTIES</b>                                      | Oversee and coordinate all aspects of the Chinese New Year Dinner. Select a co-chair to coordinate the silent auction program of the event.<br>Recruit committee members to work on specific aspects of the event.                                              |
| <b>TIMELINE – SDCWA calendar year – July thru June</b> |                                                                                                                                                                                                                                                                 |
| <b>September – October</b>                             | <ul style="list-style-type: none"><li>• Determine event date according to CNY calendar</li><li>• Select restaurant to secure date.</li><li>• Review price options and menu – discuss options w/ board</li></ul>                                                 |
| <b>November December</b>                               | <ul style="list-style-type: none"><li>• Create flyer or advertising piece</li><li>• Begin donation letter request</li><li>• Seek silent auction items</li><li>• Centerpiece ideas</li></ul>                                                                     |
| <b>January February</b>                                | <ul style="list-style-type: none"><li>• Basket assembly</li><li>• Volunteers to work evening of event/reservations, ticket sellers, runners.</li><li>• Program material</li><li>• Review w/ treasurer assignment duties and credit card arrangements.</li></ul> |
| <b>Event follow-up</b>                                 | Evaluate overall event<br>Acknowledgement letters                                                                                                                                                                                                               |
| <b>PROCEDURE BOOK</b>                                  | <ul style="list-style-type: none"><li>• Maintain a procedure book to be passed on to incoming chair.</li><li>• Update at end of term with step-by-step instructions; electronic files, sample documents.</li></ul>                                              |

