

7th Michigan Volunteer Infantry, Company B, Inc
JOB DESCRIPTION
(September 2011)

TITLE: EVENTS COORDINATOR

PURPOSE: To gather information on upcoming events and provide it to corporation members. This is used to set the "max event" calendar

AUTHORITY: Appointed by the president

TERM: 1 year

DUTIES:

1. Primary contact for event information
2. Provides a summary of events in the winter/spring to membership and facilitates max effort voting.
3. Provides information to the membership on events throughout the year (in cooperation with newsletter coordinator and webmaster)
4. Register members for events when possible
5. Report monthly to the board on progress/needs/financial needs