

Plan of Work (POW) for the Social Events Lead

Plan, and schedule events (i.e. Back to school event, movie night, pool party, service events, etc.) Coordinate a team of parents who will assist with the various events.

Liaison with faculty to assist with décor items and possible vendors needed for events (i.e., Middle School Mixer, etc.)

Manage and keep track of the items we purchase to be re-used at different events.

Schedule meeting with team of volunteers to plan upcoming events.

Create meeting agendas and to do lists as needed for upcoming events.

Type up notes after each event to provide a record for next year.

In April, select dates for upcoming year events to be approved by Headmaster.

In April, have meeting with incoming leads for passing on information.

Attend the monthly PSO board meetings and report on committee.