

SOBER GRAD NIGHT COMMITTEE JOB DESCRIPTIONS

LEAD/CO-CHAIR: Oversees all aspects of the SGN Event.

- Communicates and contracts with venue and vendors.
- Coordinates with committee members, ensuring that event needs are being met.
- Organizes and oversees committee meetings.

CO-CHAIR: Assists the lead Chairperson, as needed. Shares responsibilities with Lead Chair as agreed upon by co-chairs and committee.

- Organizes additional fundraising events such as restaurant nights.

BOOKKEEPER/REGISTRAR: Uses Google Sheets to record all income/ expenses/ budget/ student registration information. Records, then forwards all SGN monies received to RHS Parent Club Treasurer(s). Shares Google sheets (view only) with Committee Chair.

- Collect funds paid to SGN (Ticket sales, donations, sponsorships)
- Requests checks from RHS Parent Club for payouts, as needed
- Tracking of all incomes/expense
- Tracking/keeping of Budget and Pay-outs
- Tracking of Sponsors and Donations
- Inputting and maintaining all registration data, incl. payment record, t-shirt sizes, etc.
- Follow up with registrants for missing payments

MARKETING COORDINATOR: Maintains SGN website and Facebook page. Makes flyers, drafts communications for any advertising of the SGN event. Maintains various SGN Google Forms.

- Updates SGN website with new event information annually and adds new information and links throughout the year, as needed.
- Maintains SGN facebook page, adding announcements and engaging senior parents, regularly, and driving traffic to the SGN website and registration.
- Drafts and forwards communications to RHS Parent Club and Mr. Thompson to send out relevant information, as needed.
- Maintains and updates several SGN Google Forms, such as Online Registration and Waivers, Printable Registration and Waivers, Donation-Sponsorship Request Letter, and any marketing forms (flyers, handouts, online graphics.)

SPONSORSHIP/DONATION COORDINATOR: Responsible for requests and follow-up of donations and sponsorships and maintaining Google Sheets spreadsheet. Receives and organizes donations.

- Requests/Solicits donations of cash, prizes, gifts from businesses and individuals.

- Receives, organizes, and forwards donations to appropriate parties, such as Committee Chair(s) and/or Bookkeeper.
- Updates Google Sheets spreadsheet(s), as needed.

VOLUNTEER COORDINATOR: Organizes volunteers and shifts for SGN event.

- Initiates and maintains online sign-ups for event volunteers.
- Shares sign-up links with Marketing Coordinator to be shared on website and Facebook page.
- Communicates with volunteers with event info, expectations, directions & reminders, as needed.

FOOD/SNACK COORDINATOR: Organizes food/snacks (not supplied by venue) for the SGN event.

- Initiate and maintain online sign-ups for food/snack donations.
- Communicate with donors for delivery and/or pick-up of donated items.
- Transports donated food/snacks to SGN event, oversee set-up of snack station, and supervise snack volunteers.