



Board Position Description: Events Chair

CDS Parent Community Alliance

Position Overview:

The Events Chair is a key member of the Board of Directors for the CDS Parent Community Alliance (PCA). This volunteer role is responsible for the planning, coordination, and successful execution of PCA-sponsored events that enhance the sense of community within Collage Day School. The Events Chair collaborates with other board members and parent volunteers to ensure events align with the PCA's mission and values.

Key Responsibilities:

1. Event Planning & Execution:

- Lead the planning and organization of PCA-sponsored events, including but not limited to family socials, fundraisers, educational workshops, teacher appreciation activities, and school celebrations.
- Develop and manage event budgets in collaboration with the PCA Treasurer.
- Secure event venues, vendors, supplies, and other resources as needed.
- Coordinate event logistics, such as timelines, setup, cleanup, and volunteer assignments.

2. Volunteer Coordination:

- Recruit, train, and manage parent volunteers for event execution.
- Act as the main point of contact for event-related committees or subgroups.

3. Collaboration & Communication:

- Work closely with the PCA President to ensure alignment with school policies and objectives.
- Collaborate with the Marketing Chair to effectively communicate event details, volunteer needs, and updates to the school community via e-newsletters, emails, and social media.

4. Monthly Meeting Attendance:

- Attend and actively participate in all monthly PCA Board of Directors meetings to provide updates on event planning progress and gather feedback.

5. Post-Event Evaluation:

- Collect and analyze feedback from attendees, volunteers, and stakeholders to assess event success and identify areas for improvement.
- Prepare summary reports for the PCA Board after each event, including financial outcomes and lessons learned.

Qualifications:

- Strong organizational and time-management skills.
- Excellent communication and interpersonal abilities.



- Experience in event planning, project management, or volunteer coordination is a plus.
- Ability to collaborate effectively with diverse groups, including parents and staff.
- Enthusiasm for fostering community engagement and school spirit.

Time Commitment:

The Events Chair position requires an estimated **5-10 hours per month**, with additional time during peak event planning and execution periods. This includes attending monthly PCA Board meetings and events as scheduled.

Term:

This is a one-year volunteer position, with the opportunity for renewal based on mutual agreement.

Benefits:

- Opportunity to make a meaningful impact on the school community.
- Build relationships with parents, staff, and other board members.
- Gain valuable leadership and event management experience.

If you are passionate about building a strong school community and enjoy planning memorable events, we encourage you to apply for this rewarding role!