

# INTERNATIONAL DINNER COMMITTEE JOB DESCRIPTIONS

THIS YEAR'S ID WILL BE ON FRIDAY, MARCH 12, 2010

## **Chair – PETER TOMS**

Be the primary “go to” person for the event. Facilitate ID committee meetings. Enable all Coordinators to succeed at their positions through effective communication and coordination. Maintain and update the International Dinner information binder. Procure necessary building permits for the event and submit floor plan to the Maintenance Engineer. Communicate with BOC teachers about transportation needs of BOC and other school families. Act as the liaison between the ID Committee and the music and classroom teachers. Coordinate the evening’s entertainment. Assist the three Masters of Ceremony volunteers (English, Japanese, & Spanish) during the event. Supervise parent volunteer stage ushers. Organize the background music during the dinner (a band or recorded music). Assist filmmakers recording the DVD. Communicate any entertainment volunteer needs to the Volunteer Coordinator.

## **\*Set Up Coordinator – VOLUNTEER NEEDED**

Order, purchase, distribute, and do necessary accounting procedures to provide all necessary supplies for the event (ordering tables and chairs from the district, selecting and ordering decorations and tableware, procuring fans, etc.). Communicate any set up volunteer needs to the Volunteer Coordinator. Facilitate a quick and efficient set up prior to the event. Act as the “go to” person for set up questions/concerns.

## **\*Clean Up Coordinator – VOLUNTEER NEEDED**

Plan for and facilitate a quick and efficient clean up at the end of the event. Act as the “go to” person for clean up questions/concerns. Communicate any clean up volunteer needs to the Volunteer Coordinator.

## **DVD Sales Coordinator – LESLIE MARTIN**

Create, organize, and distribute DVD Sales Forms and finished DVDs. Collect, track, and deposit money. Supervise volunteers who staff the DVD table at the event and those that assist the videographer. Communicate with the office staff to reach families who are listed as “Do Not Photo” so you can receive permission to include their child in the DVD.

## **Volunteer Coordinator – JANE ROWLEY**

Create and maintain a master file to track all volunteer activity. Make sure the file accurately reflects all of the volunteer needs of the Committee Coordinators. Communicate vacancies to appropriate coordinators in a timely manner. Correspond with volunteers concerning their volunteer commitment.

## **\*Potluck Coordinator – VOLUNTEER NEEDED**

Communicate with the Head Kitchen Staff Person prior to the event to understand expectations for use of the kitchen facilities for the event. During the event supervise the set-up and clean up of the kitchen facilities and kitchen volunteers. Ensure food items are brought out in a timely manner. Supervise food table volunteers to direct food and drink contributions to the appropriate tables and keep table visits running smoothly. Communicate any potluck volunteer needs to the Volunteer Coordinator.

## **Recycling/Compositing Coordinator – BARB BURRILL**

Organize and supervise the recycling, composting, and disposal activities of the event. Communicate any volunteer needs to the Volunteer Coordinator.

## **\*Communications Coordinator – VOLUNTEER NEEDED**

Create and disseminate all necessary communication announcements (Emails, Wednesday Packet Flyers, Our World Announcements & Principal’s Newsletter Announcements) and signage for the event (Posters, Sandwich Boards, Directional Signs, Food and DVD Table Signs). Send tax id letters and thank you notes to businesses/organizations that make donations to the event.

## **\*Donations Coordinator – VOLUNTEER NEEDED**

Secure donations for the event from businesses and organizations. Communicate with donors to ensure hassle free deliveries and pick-ups of donations. Give the Communications Coordinator necessary donor information so a tax id letter and thank you can be sent to the donor.

**PLEASE CONTACT BAMBI AT [CHABRIDE@GMAIL.COM](mailto:CHABRIDE@GMAIL.COM) IF YOU CAN  
VOLUNTEER FOR ANY POSITION.**