

## **Job Description – Special Events Officer(s)**

### Non-voting members

- Elected as non-voting officer(s) of the Board
- Attends a minimum of 3 meetings of the Board per year (August, January, and another of your choice)
- Sends a brief monthly report to the President before Board meetings
- Does not vote but is encouraged to contribute to discussions
- On all matters of business, confidentiality is essential
- Along with all the members of the co-operative, they are responsible for the health and safety of LCNS children
- Participates in June orientation and handover meeting

### Summary of Role

Plans and coordinates the Gingerbread Social and the June Family Event

Plans and coordinates playdates, family get-togethers, and/or parent events throughout the year

Reports to: President/VP; Works closely with Fundraising and Communications

If you are interested in learning more about this role, please contact our Registrar [registrar@lakeshorenuresery.com](mailto:registrar@lakeshorenuresery.com) for more details.