

# SENIOR ACTIVITIES CHAIRPERSON

## CVCHS PFC

### Position Description

#### General Information:

Attendance at PFC meetings is encouraged to facilitate communications. This position takes about 6-10 hours per month.

#### Responsibilities:

1. In May hold a meeting with committee to determine all Senior Activity events.
2. In June, get signature card at bank changed to the new team members.
3. During the summer begin the process of procuring a venue, and buses for Grad night. Each year the bank account should have at least \$2,500 to start. Reciprocate the funds to the next year. Each year should start off with at least \$2,500.
4. Hold meetings each month (up to your committee) to ensure smooth running of events throughout the year. Historically, there are five senior activity events. (list events)
5. Coordinate and complete special requests which may come from the President or Executive Vice President. Questions and concerns for anything related to senior activities should be directed to the President or EVP for resolution if one cannot be found with the committee.
6. Ensure all funds are accounted for and presented at PFC general meetings upon request (best practice provide at each meeting). Financial records will be audited at the end of each school year.
7. Attend as many senior activity events as possible or send a representative.
8. Assist incoming Senior Activities person with details of the position in May, if applicable.

Updates in progress for 2021-2022 BOD