

VAA Volunteer Recognition Event Duties January 2005

The following are the duties and responsibilities of the VAA Volunteer Recognition Event Coordinator.

- Plan annual volunteer recognition event
- Communicate/advertise event to volunteers
- Reserve event location and following year (in February for water park)
- Solicit board volunteers to sign in volunteers the night of the event
- Prepare sign-in sheets for volunteers
- Buy food tickets for event guests
- Coordinate board volunteers the night of the event
- Work with event facility staff to determine count/costs of the event
- Summarize event – including comments and costs, suggestions to Board