

EVENT ROLES CAN BE DELEGATED

Every event is different and not all events need a large committee to plan and carry them out. Here we have given you some possible committee member roles and a brief description of their duties. These are all suggestions. You may want to create your own roles and responsibilities for your event.

Event Co-Managers

- Shares duties as assigned with Event Manager
- Completes Event Manager training

Event First Aider

- Must be a registered Girl Scout adult with approved volunteer screening on file
- Holds current CPR and first aid certification
- Completed GSNorCal Girl Scout First Aider online course
- Develops a safety plan for managing emergencies during event
- Review the GSNorCal Health & Safety Plan and establish site safety and security for the event
- Ideally should not hold other responsibilities during event
- Administers first aid to girls or adults during event
- Recognizes health emergencies where additional medical attention is needed
- Maintains supplies for the first aid kit and first aid station and maintains health log for event

Registrar

- Must be a registered Girl Scout adult with approved volunteer screening on file
- Develops registration forms for girls and adults
- Manages pre-registration and on site registration
- Sends confirmations to participants as needed
- Works with Treasurer to manage and deposit registration money in a timely manner

Treasurer

- Must be a registered Girl Scout adult with approved volunteer screening on file
- Manages finances, monitors budget for event
- Maintains complete financial records
- Turns over any remaining balance at end of event to the service unit in a timely manner

Note: Girls may not be signers on bank accounts (to protect them from liability) but could keep track of the funds.

Program Coordinator

- Provide workshops or activities at the event
- Train older girls to provide program activities
- Follow guidelines necessary for high adventure activities

Note: Some events have activities requiring an adult with additional certification. For example you may need a lifeguard or archery instructor.

Publicity Manager

- Works with Registrar to prepare flyers and pre-registration forms and materials
- Distributes flyers and registration materials
- Promotes the event through available websites, yahoo groups, and other means as appropriate

Remember!
Girls can partner with adults and eventually learn to take over many of these adult jobs—find ways to involve even the youngest girls in running events!

Food Coordinator

- Handles arrangements for food for the event. Purchases food, supplies and/or equipment as needed
- Works with the registrar and the first aider to ensure food allergies are considered
- Ensures that meals or snacks are healthy, nutritious and handled correctly
- Supervises meal preparation and clean up
- Investigates and ensures that food preparation regulations are followed.

Note: It may be necessary to have a person who holds a Food Handler's License in order to serve food at your event.

Equipment Manager

- Obtains necessary equipment
- Establishes procedures for check-out of needed equipment
- Returns equipment as necessary after event

Logistics Manager

- Handles necessary signage at the event
- Establishes and communicates parking information to all adult participants
- Establishes system for distributing/delivering supplies
- Supervises parking attendants, event clean up



Photographer

- Takes pictures at event (and perhaps of event preparation)
- Ensures that photos are not taken of girls or adults where permission has not been granted



Emergency Telephone Coordinator

- At "home base" to relay messages to event
- Follows service unit and council crisis management procedures

Sibling Babysitter

- Watches children during the event so parents can get involved

Ceremonies Coordinator

- Coordinate opening and closing ceremonies or other event ceremonies, as appropriate
- Acknowledge girl and adult committee members for their efforts



Naturally, every event does not need ALL of the above positions. For a very large event, you might need to have all of these people. For a smaller one, you might combine some of the tasks for one person to do, and probably wouldn't want or need this much help. What is important is that the committee members establish and agree on position descriptions early in the process to ensure that all tasks are taken care of, and that duplications of effort are avoided. If you find that your event is so simple that you don't really need a committee, consider involving girls—this would be a perfect event for them to start out with!