

Officer Position- Event Manager

Position Responsibilities:

- To formulate and plan all meeting and activities related to his/her office term, and to publish them in conjunction with the Public Communications Director.
- To open all events and activities, and to close them.
- To coordinate in conjunction with the advisor and the president, all the arrangements for all International Buddies activities, and to carry them into action.

This includes:

- Provides foundation for each event
- Provides dates and time for all organization's events, to be approved by the rest of committee
- Contacts all entertainment, food, music, vendors, etc. in the planning of the events
- Works in close coordination with the Vice President to maintain budget for events
- Fills out paperwork to receive funding for events
- Facilitates activities at events
- Delegates tasks for events