



CHRISTMAS POTLUCK Co-ordinator

<i>Purpose of Position</i>	<i>Organize the annual Christmas Potluck event to bring the Community together and raise awareness of the MCC.</i>
<i>Accountabilities</i>	<ul style="list-style-type: none">• <i>Organize Volunteer Schedule</i>• <i>Prepare Menu</i>• <i>Secure Santa Volunteer</i>• <i>Advertise & Promote Event</i>• <i>Organize Turkey Cooks</i>• <i>Organize Children's Gift Bag Purchases</i>• <i>Membership Sales</i>• <i>50/50 Draw</i>• <i>Set up & Take down Tables & Chairs</i>• <i>Attend board meetings as applicable & update board on progress.</i>• <i>Submit all expenses to Treasurer.</i>