



## ***HARVEST SUPPER Co-ordinator***

<b><i>Purpose of Position</i></b>	<i>Organize the annual Harvest Supper event to bring the Community together and raise awareness &amp; funds for the MCC.</i>
<b><i>Accountabilities</i></b>	<ul style="list-style-type: none"><li>• <i>Organize Volunteer Schedule</i></li><li>• <i>Prepare Menu</i></li><li>• <i>Advertise &amp; Promote Event</i></li><li>• <i>Organize Turkey Cooks</i></li><li>• <i>Organize Food Donations</i></li><li>• <i>Sell tickets for the event &amp; 50/50 &amp; Membership sales.</i></li><li>• <i>Set up &amp; Take down Tables &amp; Chairs</i></li><li>• <i>Attend board meetings as applicable &amp; update board on progress.</i></li><li>• <i>Submit all expenses to Treasurer.</i></li></ul>