

IWCNE Potluck Coordinator

Purpose of the Position

The Potluck Coordinator works with the Fundraising Chair to organize monthly potluck events.

Duties

The Potluck Coordinator:

1. Works with the membership to secure potluck locations as far in advance as possible.
2. Works with each potluck hostess to set a theme for the event and the maximum number of participants.
3. Registers participants, maintains the registration list, and coordinates food and drink.
4. Supervises each pot luck, and supports the hostess as needed.
5. During the potluck, collects the charity fund charge from each participant.
6. After the potluck, gives the collected funds to the Treasurer for deposit in the charity account.
7. Attends Executive Board meetings and gives the Potluck Coordinator Report.