

### POSITION DESCRIPTION

**TITLE:** District Recognition Dinner Chair      **FUNCTION:** Program

**POSITION REPORTS TO:** District Activities Chair

**TERM OF SERVICE:** \_\_\_\_\_ **START DATE:** \_\_\_\_\_ **END DATE:** \_\_\_\_\_

#### **POSITION RESPONSIBILITIES:**

Coordinate the organization and implementation of the annual district recognition dinner to identify and properly acknowledge people who have made significant contributions to the district Scouting program. This includes Scouts and leaders registered in the district as well as other volunteers and community resources who have provided major accomplishments and services. Keep the District Activities Chair informed of major developments.

#### **PRINCIPAL RESPONSIBILITIES:**

- ✿ Work with the Activities Chair to set and communicate the dinner date far enough in advance to enable proper attendance.
- ✿ Select a proper location and menu.
- ✿ Establish a Preliminary Budget and submit it to the District Executive for approval. Use the Council budget form.
- ✿ Manage expenses to stay within the budget.
- ✿ Obtain the contract for the facility, catering, etc., and obtain contract signature from Council.
- ✿ Develop plan with Activities Chair on how ticket sales will be handled and whether a ticket sales chair is needed.
- ✿ Ensure the design and printing of tickets, and arrange for ticket and money collections prior to and at the event.
- ✿ In conjunction with the Activities Chair and the facility, work out room layout and seating arrangement.
- ✿ Work with the Awards Committee Chair to plan the program. As needed, arrange for an emcee to direct the program and any appropriate guest speakers and presenters.
- ✿ Work with them to ensure that physical needs are met and the event goes as planned.
- ✿ Ensure that everything is in place for the event:
  - ✍ Sound and projection systems
  - ✍ Programs and decorations
  - ✍ Proper staging and display of awards
  - ✍ Door Prizes
  - ✍ Flowers for Award of Merit recipients (or their spouses) and other awardees as appropriate
- ✿ After the event, collect bills, prepare final expense statement, and submit it to the Council for payment.
- ✿ Prepare a written summary of the event, with possible improvements, to help future Dinner Chairs.

## **POSITION QUALIFICATIONS:**

- ? Have an interest in serving the youth of the community.
- ? Have some experience in organizing events.
- ? Have ability to ability to motivate adults.

## **GUIDELINES FOR DISTRICT ADULT RECOGNITION DINNER CHAIR**

- ? Set date about a year in advance. The date needs to be on the Council calendar.
- ? Use Council budget form to get budget approved. This should be done at least 3 months before the event. The dinner should at least break even financially.
- ? Expenses should match the budget, so plan carefully.
- ? Work out room layout, including seating for all attendees. Consider a microphone and sound system. There are few things worse with a diner than not being able to hear.
- ? Assist with the development of the overall agenda, as requested. Sometimes it is appropriate to have a guest speaker. However, such dinners usually run long so speakers should be kept to a short time limit (<10 minutes).
- ? Programs need to be completed and printed. Work with the Activities Chair to understand who does these. Experience has shown that preparation of the printed-program is best handled by volunteers and not the professionals. Ensure that electronic versions are held by several people as the program is very lengthy and would be difficult to recreate.
- ? Flowers are often provided for District Award of Merit recipients (or the spouse) and for some other awardees. Determine if these are to be provided and determine who should purchase these and figure them into the budget).
- ? Sometimes small personal mementos are distributed. Ask if these are appropriate; make suggestions as to what these might be. If appropriate, these need to be included in the budget.
- ? Work with District Activities Chair on appropriate advertisements and who will do these.
- ? Work with emcee and ticket chair on the need for greeters and ticket takers.
- ? Generally the Activities Chair or an Awards Committee Chair will establish the agenda and program plan. But offer help, as needed.