**SWEET PEA DIVISION: PHYSICAL ARRANGEMENTS DC** **TIMELINE & JOB DESCRIPTION**

**On-Going:**

* Oversee work of Food Concessions, Off-Site Services, and Park Services Committees, seeing that timelines are followed
* See that all publicity is submitted to the Publicity Committee in a timely manner
* Attend Board meetings and yearly Division Coordinator orientation
* Review all meeting minutes for accuracy and to keep up with what’s going on if a meeting is missed
* Strongly encourage Committee Chair attendance at Board meetings, as appropriate
* If unable to attend a Board meeting, secure a Committee Chair to attend as Division Coordinator representative with voting rights and notify Sweet Pea office of absence and individual taking proxy
* Provide report on progress of Committees at Board meetings or arrange for Committee Chairs to give their own reports
* Track the hours you’ve volunteered monthly; keep your own record to submit to the office at yearend or email your hours when requested by the office
* Initiate regular two-way communication with Committee Chairs in Division, monitoring progress, and providing encouragement and help, as needed
* Poll Committee Chairs on major voting matters; especially at Board meetings on major issues, gathering all views and voting for the majority view
* On Board approved permanent supplies/equipment for use in this Division, secure at least two bids and make decision on purchase (coordinate with Committee Chairs and Executive Director)
* **Follow-up to see that all volunteers offering to help in this Division are contacted**
* Should a Committee Chair vacancy occur, the Division Coordinator will fill in and perform the necessary duties as described in the Committee job description/timeline until a replacement is found (coordinate with Executive Director and Nominating Committee)
* See that all Committees within Division turn in Committee membership list to office in timely manner
* All printed materials and major correspondence coming from within the Division is to be approved by the Executive Director before being printed and distributed
* Updated copies of all printed materials, major correspondence, and procedures are to be turned in and kept on file at the Sweet Pea office
* Be an ambassador for the festival; recruit Festival-time volunteers and potential board member candidates
* Provide Exec Director with newsworthy happenings in your committee to post on Facebook

**January-February:**

* Review the budget as prepared by the Executive Director and Finance Committee; offer input before approval by the Board
* See that all Committees submit written expense estimate to Secretary/Treasurer before expenditures begin. Watch for the deadline on this to be given by Secretary/Treasurer each year
* Arrange for planning session for Division Coordinator and Committee Chairs within Division (coordinate with Executive Director). Division Coordinator should be present for all Committee Chair planning sessions

**May-June:**

* Oversee submission of Division information to Schedule of Events Committee Chairperson by June 1st
* Review final draft of schedule as provided by Schedule of Events Committee

**August:**

* Arrange for pick-up of all supplies needed at Park from Sweet Pea office
* Pick-up reserved/rented supplies (such as Gator, if not being delivered) early Thursday of Festival week, including supplies in Sweet Pea storage
* Pick up cones and slow signs from City and return to City (who from?)
* Oversee set-up of park for Festival
* Be present at Festival, helping Committees as needed
* Oversee tear down of park for Festival
* Follow-up with all Committees on lists to be turned info for annual Sweet Pea thank you ad
* Submit feedback on this year’s events – fill out and return evaluation form distributed from office staff

**August-September:**

* Follow-up with Committees to make sure all invoices/receipts are submitted to the Sweet Pea office. All personal reimbursements are due by Oct. 2nd

**October-November:**

* Submit Division requests for permanent supplies/equipment with an estimate of cost and with items prioritized as to need

**Those Groups/Individuals/Businesses to Coordinate with in Planning for Physical Arrangements**

Ambulance Service

City Manager

City Police Department

City Sanitation Department

Equipment Rental Co.

Fire Department

Garbage Collection & Dumpster Agency

Portable Toilet Service

Recreation & Parks Dept, Parks Supervisor

Red Cross/First Aid

Rocky Mountain Security

State Highway Department

Transportation/Shuttle Bus Services

Sweet Pea Arts & Crafts Committee

Sweet Pea Children’s Activities Committees

Sweet Pea Children’s Run Committee

Sweet Pea Food Concessions Committee

Sweet Pea Parade Committee

Sweet Pea Park Services Committee

Sweet Pea Off-Site Services Committee

Sweet Pea Performing Arts Committees