Job Description Worksheet

Event Overview

ame Overview	
ame:ate:lace:	
esign your committee "job descriptions" using their specific tasks and responsi	bilitie
lework the information from your Tasks Worksheet into job areas:	
fain POC Name:	
asks: 1	
2	
3	
4	
5	
6	
PR/Marketing Chairperson Name:	
asks: 1	
2	
3	
4	
5	
6	

	•	n
Entertainment Ch	airperson Name:	
Tasks: 1		
2		
5		
6		
	ge Chairperson Name:	
Tasks: 1		
3		
4		
5		
6		
Hospitality Chairn	erson Name:	
	ologit Maine.	
2		
2 3		
2 3 4		
2 3 4 5		
2 3 4 5		
2 3 4 5 6		
2356Operations Chair		
2	person Name:	

Sponsorship Chair	person Name:
Tasks: 1	
2	
4	
6	
Volunte er Chairpei	rson Name:
Other:	
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2	
3	
4	
5	· Comment of the comm
6	
Other:	
2	
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5	

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