

Greek Week 2022 Position Descriptions

Director

- Provide support, leadership, inspiration, motivation, and direction to the committee
- Responsible for facilitating positive relationships and communication between the Greek Week Committee and community
- Maintain budgetary expenses and revenue with Advisor and Coordinator (budget maintenance and all expenditures)
- Coordinate general cleanup efforts after Greek Week events
- Serve as the Risk Managers alongside the Coordinator for the Greek Week Committee and Participants during the planning and implementation of Greek Week
- Meet with the Advisor and Coordinator to come up with schedules and budgetary guidelines
- Serve as a mediator(s) when conflicts arise in the participation, activities, points, and awards
- Manage committee deadlines – make a calendar for committee/chair responsibilities

Event Coordinator

- Coordinate all aspects of events
- Maintain and record all budgetary expenses for events – budgets will be given to each event group by directors
- Provide all details, rules and information for the organization liaison packet
- Work with PR Coordinators to promote/advertise events
- Create sufficient informational material, support resources, guidelines and forms, and event rules for the organizations and individuals participating and competing in the Greek Week events in order to ensure successful, safe and well-attended events
- Develop a timeline of the event and a list of needs

Lip Sync Coordinator

- Help coordinate lip sync practice schedule and show
- Contribute to lip sync decisions for the show
- Help make sure the Lip Sync show is advertised and successful
- Help create a Lip Sync schedule and roster
- Helping to oversee scripts and performances meeting standards

Philanthropy Coordinator

- Coordinate all philanthropic efforts and events
- Meet and coordinate with the leaders of the philanthropy organization chosen by the committee
- Schedule and coordinate the introduction of philanthropy during Greek Week
- Develop and maintain a system to track and safeguard all incoming philanthropy monies – work with advisor, coordinator & chairs

Awards and Court

- Responsible for awards and court events/decisions
- Coordinate the royalty selection/election process (incl. application process documents)
- Work with PR to promote/advertise court --Coordinate the guidelines, handbook and forms for Greek Week Court
- Coordinate student court selection committee and Coronation judges and pertinent documents
- Assist Coordinator with online nomination/election process
- Coordinate selection and purchase of sashes and crown/tiara/flowers and organize gifts for court as budget allows
- Coordinate the ordering and distribution of all trophies, certificates and other awards

Values and Public Relations

- Work closely with the committee and U&I office to coordinate publicity of all events
- Coordinate all on-line forms, packets and information for campus, organizations and departments
- Videotape / photograph events
- Responsible for "Thank You" letters to all sponsors, community donators and collaborators of Greek Week
- Video – promo videos and wrap up video
- Promote EBI data collection
- Insure community values are included in events throughout the week