

# PANFEST Pagan Festival Society of Alberta Board

## Board Position Descriptions

### Chair

- Facilitate Board Meetings (schedule, secure venue, snacks)
- Ensure that all Board Members are keeping on track with their work
- Make sure that all deadlines are met
- Act as the de facto “Host” of all events
- Coordinate writing the agenda with Secretary
- Maintain the Board Meeting calendar
- Act as a vote tie-breaker if necessary
- Act as the primary point of contact for Board Members and the broader community

### Vice-Chair

- Carry out all duties of the Chair if the Chair is unavailable
- Assist the Board as needed

### Treasurer

- Receive and disburse funds
- Issue donation receipts
- Liaise with the bank
- Oversee Society bookkeeping
- Monitor expenses
- Prepare financial statements
- Supervise audits

### Secretary

- Liaise with the Government
- Coordinate Meeting Agendas with the Chair
- Record Meeting Minutes, including action items and timelines
- Distribute the Meeting Minutes, Agendas, and other reports per timeline set out by the Board
- Archive all relevant documentation
- Ensure that all Society documentation is up to date and available
- Format all internal PANFEST documents
- Update forms to align with current Board policies
- Handle Board correspondence at the direction of the Board

## Membership

- Engages with the PANFEST community throughout the year
- Develops and maintains a personalized welcome/orientation for new members and festival goers
- Prepares and maintains registration forms, information packages
- Distributes registration packages
- Receives and processes registrations
- Maintains the membership, banned, and other relevant lists
- Communicates with all other Board members as to the membership's needs
- Coordinates with Treasurer regarding registration payments

## Public Relations

- Engages both in-person and virtually with the larger community
- Promotes PANFEST
- Coordinates advertising campaigns
- Facilitates the creation and distribution of the annual theme and logo
- Coordinates the design and procurement of merchandise
- Coordinates with Events, Stream, and Web Presence on promotion of events

## Web Presence

- Maintains content on the website and social media accounts
- Sources and delivers content from other Board positions
- Engages with comments/responses on the social media accounts as appropriate
- Coordinates with IT as necessary
- Rethemes and refreshes the website to reflect the annual theme

## Stream

- Coordinates streaming activity
- Coordinates vendor ads during streaming events
- Coordinates with Events to schedule and facilitate streams

## IT

- Maintains and organizes the current collaboration platform
- Provides tech support for all Board members with respect to Society business
- Coordinates tech support for participants during PANFEST events
- Maintains accounts for online access to platforms
- Maintains awareness of prospective platforms/technologies for Society use
- Coordinates with Safety for the security of online events

## Events

- Schedules all programming at every event (both in person and online)
- Arranges for facilitators and coordinates their needs for each event
- Books and liaises with any special guests
- Coordinates promotion of events with pertinent Board members
- Develops and maintains a catalogue of potential special guests

## Fundraiser

- Coordinates fundraising activities
- Researches potential fundraising opportunities
- Maintains fundraising campaigns
- Evaluates effectiveness of fundraising campaigns
- Communicates volunteer requirements to the Board
- Coordinates with Secretary for any applications
- Coordinates with Treasurer to track revenue
- Tracks and reports on fundraising progress

## Family Program

- Coordinates the creation and delivery of children's programming
- Coordinates the delivery of child-friendly Pagan education
- Coordinates with the Board in the development of a child-friendly Pagan curriculum
- Facilitates children's rituals
- Coordinates a schedule of parent participation in Family programming as necessary
- Develops and maintains relationships with Family participants
- Coordinates with Membership on a list of Family participants

## Youth and Young Adult (YYA) Program

- Coordinates the creation and delivery of YYA programming
- Coordinates the delivery of YYA-friendly Pagan education
- Coordinates with the Board in the development of a YYA-friendly Pagan curriculum
- Facilitates YYA rituals
- Facilitates YYA discussion groups
- Develops and maintains a list of potential resources for YYA participants
- Develops and maintains relationships with YYA participants
- Coordinates with Membership on a list of YYA participants

## Safety

- Orients safety volunteers at events
- Coordinates gate access control at events, as necessary
- Coordinates overnight fire picket, as necessary
- Coordinates the certification of Board members in basic first aid
- Maintains first aid supplies and equipment
- Acts as the primary event contact for emergencies
- Develops, maintains, and communicates emergency response plans for all events
- Coordinates with IT for the security of online events

## Facilities

- Books required facilities, equipment, and firewood for events
- Coordinates site inspections on arrival and departure
- Acts as the designated keyholder for facilities
- Facilitates campfires at events, as necessary
- Ensures availability and serviceability of Society equipment and supplies for events
- Coordinates the setup of event spaces
- Coordinates post event cleanup
- Coordinates with Safety with respect to fire picket, as necessary

## Volunteer

- Recruits and coordinates volunteers for all events and fundraising
- Maintains a volunteer contact list
- Acts as the main liaison for volunteers
- Orients volunteers, as necessary

## Vendor

- Recruits and coordinates vendors for events, as necessary
- Maintains a vendor contact list
- Acts as the main liaison for vendors
- Orients vendors, as necessary
- Facilitates vendor marketing
- Coordinates with Treasurer regarding vendor registration payments

## Kitchen

- Plans and coordinates the preparation and delivery of food/drinks at all events
- Coordinates kitchen team/food vendors at events
- Coordinates grocery and custodial supplies shopping for events, as necessary
- Develops and maintains a catalogue of potential recipes and meal plans