# PANFEST Pagan Festival Society of Alberta Board

Job Descriptions of Board Member Positions up for Election at 2025 Annual General Meeting

## 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

## Events Coordinator

- 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

## Family Coordinator

- 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

## Kitchen Witch 2

- 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

# Membership & Vendor Coordinator

- 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
- 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

# Web Witch

- 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