



BCE Board of Directors Position Description:
Vice President of Events

VP of Events ensures the successful planning, execution, and recap of BCE events. This role provides a creative vision for our marquee event the BCE Fundraising Soiree and Live Auction and Online Auction. Working closely with the Events and Business Development Manager, the VP of Events drives board and volunteer engagement, event vision and overall execution opportunity to improve and streamline BCE events, collaborate with talented and energetic parents throughout the district, and interface with BSD leadership.

BCE's two flagship fundraising events (Fundraising Soiree and Live Auction + Online Auction, and Read-a-Thon) are critical components of our annual campaign and outreach strategy, netting total revenues of approximately \$500,000 or more annually. This position works closely with the President and Executive Director.

VP Events shall:

1. Serve as a voting member of the Board of Directors
2. Attends all Board of Directors meetings, and other required meetings/functions.
3. Partner with President and Executive Director to create an events calendar for the following year in May.
4. Coordinate, support, recruit, and manage event and committee chairs and volunteers for the following community events:
 - a. Annual Soiree and Live Auction (March)
 - b. Online Auction (March)
 - c. Read-a-Thon (January)
5. Partner with Events Manager to align on vision, budget and approach for Annual Soiree & Live Auction and Online Auction. Determine work plan and allocation of responsibilities with Soiree chairs
6. Support event chairs who under the guidance of the Events Manager are responsible for all aspects of BCE events including:
 - a. Logistics
 - b. Invitations
 - d. Production
 - e. Decorations
 - f. Publicity (coordinated with the VP Marketing)
 - g. Budgets
 - h. Follow-up
 - i. Post-mortem/after-action reviews

7. Actively help solicit live and online auction items.
8. Partners with Events Manager to Lead Events Committee meetings with relevant directors and event chairs.
9. Manages and oversees Event budgets in conjunction with event chairs.
10. Partner with the Executive Director and President to align on vision, budget and approach for Annual Read-a-thon.
11. VP Events has fiduciary duty to the foundation and serves a two-year term as a voting director from July 1st through June 30th. VP Events is responsible for identifying, helping to recruit and training your successor in January before your term ends.

Time Commitment:

High/cyclical depending on calendar. VP Events should be an excellent recruiter, detail-oriented planner, motivator, and a manager who is comfortable delegating responsibility and following up to make sure tasks are completed.

Meeting requirements

- New Board Member Training (May)
- End of the Year Board of Directors Social (Spring)
- Monthly Board of Directors meetings (year-round in person except July is virtual/via email)
- Scholars Circle Thank You Events (Nov and Spring)

Contact

For questions and more information we invite you to email current VP Events at events@bcefoundation.org