



# THE BRITISH COLUMBIA PLAY THERAPY ASSOCIATION

## Event Coordinator – Education Committee Member

### Role:

- Venue coordination for in-person events
- Planning dates (around other big trainings, holidays, and the presenter's availability)
- Making sure we are set up on the days of events (getting A/V equipment if needed, raffle boxes, sign-in/out sheets, etc)
- Sourcing new venue opportunities
- Helping to coordinate with the rest of the Education Committee
- Attending Education Committee meetings in the evening (approximately every 6 weeks from September - June) and reporting on all Event Coordinator activities
- Attending Board member meetings in the evening (if desired)

Time commitment: 1-2 hours per month plus meetings and attendance at events (2 in-person events per year)