



# THE BRITISH COLUMBIA PLAY THERAPY ASSOCIATION

## Event Coordinator Education Committee Member

### Role:

- Venue sourcing
- Communication with venue coordinator (overseeing contracts, finalizing dietary needs, point of contact for hotel staff and BCPTA)
- Communicating with participants regarding dietary needs
- Coordinating on-site set-up (getting A/V equipment if needed, raffle boxes, sign-in/out sheets, etc)
- If the event venue is a hotel, requesting a room discount code for participants
- Attending Education Committee meetings (approximately every 6 weeks from September – June, (evening availability is required)
- Reporting on Event Coordinator activities at Education Committee meetings
- Committee members are invited to attend board meetings however this is not a requirement of the role. Board meetings are in the evening and there are approximately 4-6 meetings from September – June

Time commitment: 2-3 hours per month plus meetings and your attendance at events would be appreciated (schedule permitting) in order to help out with some of the responsibilities of the day.