



## **Committee Position Duties**

### **1<sup>st</sup> Chair:**

- Oversees the monthly meetings, develops the meeting agenda, announces speaker, provides LVBG updates and other information. Oversees in preparing monthly agenda. Answers emails, helps to promote the committee to nonmembers. Oversees the annual Special Needs Resource Fair. (term is one-year min)

### **2<sup>nd</sup> Chair:**

- Oversees monthly meeting in absence of 1<sup>st</sup> chair. Coordinates in getting and scheduling speaker(s) for monthly meetings, assist in sending email and / or meeting information to members. (term is one-year min)

### **Secretary:**

- Takes minutes of meeting, provides minutes to post on the LVBG website, Special Needs FB page, provides sign in sheets at meetings for current members and nonmembers. Maintains the membership lists. (term is 1-year min)

## **Sub-Committees (draft as of 5.28.19)**

- Bingo Family night: This committee oversees in the coordination of finding a host, location, setting up, creates a flyer, sponsors, prizes, food, etc.
- Special Needs Awareness Day (annual event): This committee coordinates in getting vendors, sponsors, finding a suitable location, awareness, and more
- Family Farm Day – visit a local farm: This committee coordinates in setting up a family friendly special needs trip / visit to a local farm.
- Swim days / nights: This committee works with local businesses to establish a monthly free swim day for an hour or two.
- Special Community Events (Trips, Art therapy, Friendly Sensory Sensitivity Night, etc.): This committees assists in finding local businesses to provide various activities for families with special needs
- Special Needs Fashion Show / Fundraiser: This committee coordinates in getting vendors / sponsors, special needs youth, young adults to adults to take part. Gets prizes for the drawings, etc.