



Waldorf Education Society of Edmonton

Portfolio Description – Festivals

Objective:

To plan community events that builds the Waldorf community in Edmonton and supports the goals of WESE and the WISE School.

Areas of Responsibility:

- Develop an annual festival plan for WESE festivals.
- Recruit members for and Chair the Festivals Sub- Committee ensuring that vision and direction set by the Board is implemented.
- Manage and recruit volunteers (with support of Board Member responsible for Volunteer Management) to plan and produce the annual Pumpkin Walk, Winter Fair and Mayfair.
- Work closely with WESE Treasurer to develop a budget for festivals and manage the budget according to WESE Finance Policy. This includes setting revenue targets and overseeing and managing festival expenses.
- Work closely with the School Outreach and Communication Committees Chairs to plan and effectively promote of festivals and events.
- Review and recommend alternative festival and events strategies to build community and promote the goals of WESE.
- Develop, administer, and review policies and procedures which guide the delivery of wise festivals and events, and reflect the overall values of WESE and the WISE School.
- Report monthly on Festivals Sub-Committee activities to the WESE Board of Directors