

7th Michigan Volunteer Infantry, Company B, Inc
JOB DESCRIPTION
(September 2011)

TITLE: JACKSON COMMITTEE CHAIR

PURPOSE: To plan and implement the Jackson Cascades Civil War muster

AUTHORITY: Appointed by the president pending approval of the event at the annual meeting

TERM: 1 year

DUTIES:

1. Coordinate planning activities with Cascades inc. and Jackson county parks
2. Coordinate with Co-host groups
3. Call and oversee host committee planning meetings with reenactor partners
4. Attend Cascades inc. meetings
5. Develop and execute an annual contact with Cascades inc.
6. Suggest battle scenarios
7. Determine with the host committee, work plan assignments and reimbursement formulas
8. Work with the committee to provide waiver and event materials to Cascade inc.
9. Assure a process exists for registering reenactors and monitoring registration.
10. Act as the primary corporation contact throughout the event weekend
11. Report monthly to the board on progress/needs/financial needs