

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

TITLE: HARVEST BALL CHAIR

PURPOSE: To plan and implement the ball

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

TERM: 1 year

DUTIES:

1. Recruit committee members
2. Facilitate planning meetings
3. Secure location and materials necessary to implement the ball
4. Be the primary contact for questions and distribute tickets
5. Coordinate logistics for the event
6. Report monthly to the board on progress/needs/financial needs