

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

TITLE: CHRISTMAS PARTY COMMITTEE CHAIR

PURPOSE: To plan and implement the annual holiday party

AUTHORITY: Appointed by the President

TERM: 2-3 months

DUTIES:

1. Recruit committee members
2. Facilitate planning meetings
3. With the committee, plan and coordinate the holiday party
4. Report monthly to the board on progress/needs/financial needs