



## **2018 Events Support Task Force**

Chair: Linda Arvanitis - Ocala

Vice Chair: Janna Thomas - Jacksonville

Line Officer Liaison: Christine Citrano - Naples on the Gulf

### **Members:**

Leslie Zimmerly - Osceola

Suzanne Sherer - Cape Coral

Danielle St. Once - Cape Coral

Cecilia Sculthorpe - Cape Coral

Marianne "Pogo" Gorwood - Cape Coral

Venus Proffer - Broward

Heather Swanson - Gainesville

Andrea Harrington - Broward

Catherine McClellan - Bay County

Lisa Andrews - Jacksonville

Erica Davis - Jacksonville

### **Purpose:**

The Events Support Task Force acts as hostess for all functions. The task force is responsible to coordinate with the President and the Administrative Manager for room decorations and/or themes. All plans and times should be coordinated with the State President and Administrative Manager. This task force, along with the President, is responsible for planning the installation banquet held in January during the Florida Realtors Mid-Winter Convention, assisting the Vice President as needed with the Strategic Partner Reception and Recognition Ceremony at State Meetings and coordinating the Local Chapter President's participation for the marketing booth at the Annual Convention in August. The committee will also check when a flag is needed for placement in the room. Responsible for the Safeguard of Equipment until given to the Chair of the Technology Committee.

### **Specific Goals for 2018:**

- Coordinate Women's Council State Strategic Partners Reception with the State President and Vice President during the Florida Realtors Mid-Winter and Florida Realtors Annual Trade show and Convention Meetings.
- Assist with the room setup, decor and coordination of the Installation Banquet and Strategic Partner Reception and Recognition Ceremony in conjunction with Administrative Manager and Vice President.
- Place Governing Board and General Membership Minutes, Agenda and Treasurer's Report at back of Governing Board Meeting room for pick up.
- Coordinate the Women's Council of Realtors marketing booth at the August State Meeting.