



## **Wanted - chairperson for NBW Annual Business Meeting and Volunteer Banquet**

After 5 years, the Vigorito's are ready to pass the baton to another chair. This event takes place annually each fall. The 2017 event is already booked for Saturday, October 28 at the Pawtucket Country Club. Responsibilities include:

- selecting date and venue for event (already completed for 2017)
- work with venue event coordinator to plan menu and identify set up needs
- create volunteer email contact list (most recent 12 months) with input from board members and club committee chairs
- create invitation to be included in *The Spoke'n Word* and to be electronically sent to volunteers
- electronically send invitations to volunteers and monitor RSVPs
- plan agenda and any event theme or activities and consult club president as needed

Margaret Vigorito is willing to assist in the transition. Please contact her if interested or with further questions: [mcvigorito@gmail.com](mailto:mcvigorito@gmail.com)