

Position	Festival Coordinator
Status	Board-appointed position
Accountability	The Board of Directors, through the Chair of the Festival Committee for that event.
Term	Four-year term, beginning at the adjournment of the Annual Meeting three years before that event, and ending at the adjournment of the Annual Meeting one year after that event. (At its discretion, the Board may appoint a Festival Coordinator more than three years before an event; in such case, the term of the Festival Coordinator will continue until the adjournment of the Annual Meeting one year after that event, regardless of the date of the initial appointment to the position.)
Appointment Process	Nominated by the Nominating Committee, appointed by the Board of Directors.
Duties	<ul style="list-style-type: none"> • Generally administer all aspects, including planning, organization, implementation and presentation, of that major event • Recruit volunteers to administer the various components of that major event, who will also serve on that major event's Festival Committee • Supervise the members of the Festival Committee in performing their tasks • Work with the Chair of the Festival Committee to implement any Board directives concerning that major event • Serve as an ex-officio member of that major event's Festival Committee • Report to each meeting of that major event's Festival Committee • Serve as an ex-officio member of the Events and Festivals Committee • Report to each meeting of the Events and Festivals Committee • Perform other duties as the Board of Directors may assign from time to time.
Remuneration	The Festival Coordinators will serve without remuneration, provided that they may be paid reasonable expenses incurred in the performance of their duties.