



Event/Program/Class Roles

All events and programs at the Irish Cultural Center and McClelland Library must have an assigned person to each of the following roles:

Event Coordinator: The buck stops here. This person makes sure all forms, logistics, and details of the event are complete and ready to go. This person can be a staff person, or a volunteer if they are a member of the Irish Cultural Center and McClelland Library.

Staff Liaison: This is a member of our staff employed in the area of the event/program/class that is assigned to help support the Event Coordinator.

Board Liaison: This is a member of the ICLF Board who will be supporting and attending the function.

Volunteer Coordinator: This is the individual who will make sure all the volunteer needs for the event/program/class are met. This person can be a volunteer or a staff person