

## **COMMUNITY DAY SUMMARY OF RESPONSIBILITIES**

### **CHAIRPERSON**

#### **Meeting Facilitator:**

The chair is the person who creates the agenda and runs the board meetings. He must gather the information for the agenda based on upcoming events and needs for the organization, communicating with committee members to maintain a knowledgeable understanding of the things transpiring in the group.

#### **Oversee Committees:**

The chair must be involved with the strategic planning of events and ensure that all activities are in accordance with the organization's mission and budget. She should attend all committee meetings to remain informed and offer advice and insights.

#### **Community Relations:**

The chair is the primary public figure for the organization, greeting keynote speakers, sponsors and community figures. As the primary public figure, the chair represents the organization's mission whether he is "on the job" or not. Voluntary organizations rely on the chair and other members using day-to-day social interactions to parlay solicitations of funds, services or volunteer hours. The Chairperson is a proficient leader who is comfortable networking and navigating through community relations.

#### **Tasks:**

- Coordinate, facilitate, and attend all meetings
- Designate and oversee all sub-committees including Logistics, Entertainment, Sponsorship, Vendor Registration, Publicity, Volunteers
- Ensure all committee members are performing their tasks in accordance with the required timeline. Assist committee members when needed
- Schedule events
- Email blasts and Facebook postings
- Welcoming Remarks
- Staff Community Day tent day of event. Manage volunteers.

**REGISTRATION COMMITTEE** – mail and email vendor registration notices to all past vendors plus any new Hellertown Lower Saucon business, organization or group. Track responses and payment of vendor fee. Follow up is frequently necessary. Answer vendor inquiries through email. Must be available at least 1x per week to update vendor spreadsheet. Maintain contact list, insurance and hold harmless.

**SPONSORSHIP COMMITTEE** – Solicit sponsorship funding and prizes from local business and non-profits within and outside of the greater Saucon Valley area. Meet sponsors to discuss various sponsorship opportunities, pick up checks and raffle prizes from sponsors.

**LOGISTIC COMMITTEE** map and vendor layout, parking and traffic control, electrical needs of vendor, coordination with Public Works Department.

**ENTERTAINMENT COMMITTEE** – Coordinate and schedule bands, entertainment, demonstrations and activities. Determine needs of performers. Coordinate sound system, Master of Ceremony /Emcee. Coordinate opening ceremonies with Girl Scouts and Legion Riders. Contact Team mascots, Disney princesses.

**PROMOTIONAL COMMITTEE** - Coordinate and design flyers, posters, work with Billboard company, community banner, Facebook updates, press releases. Coordinate distribution of flyers and posters.