



FUN Committee 2018

FUN Committee – Composed of Sub-Committees containing various Board Members and Ambassadors

The functions of the FUN Committee include Resource Development and Program/Event Planning. Heads of the Sub-Committees must be able to attend the Event for which they are in charge of.

Resource Development: FUN Committee Members who take on the role as a part of the Resource Development team for an event are responsible for organizational fundraising, volunteer resources, and in-kind gifts. To accomplish this, member's responsibilities are:

- To provide the objectives and goals so that the volunteers and staff can establish a resource development plan that incorporates a series of appropriate vehicles, such as special events, direct mail, product sales, and etcetera to meet the objective
- To take the lead in certain types of outreach efforts, such as chairing a dinner/dance recruitment party committee or hosting fundraising parties
- To be responsible for the involvement of all Board members in fundraising
- To monitor resource development efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, fundraising efforts are cost-effective, and volunteers are doing necessary and measurable work

Program/Event Planning: FUN Committee Members who take on the role as a part of the Program/Event Planning team are often those who are most familiar with the approaches and operations of the organization's programs. Depending on its make-up and programs, the Program/Event Planning team's common responsibilities are:

- To oversee new program development and to monitor and assess existing programs
- To initiate and guide program evaluations
- To facilitate discussions about program priorities for the agency
- To plan, coordinate, and execute events

FUN Sub-Committees

MLK Unity Breakfast:

The Chamber is serving as a co-host to the 2018 MLK Unity Breakfast on January 15th at 8:00AM at Zion Baptist Church Multi-Purpose Center. Tickets are \$10.00 each – no tickets sold at the door. Since the Chamber is not the main host of the event this year, its main responsibilities are to promote the event and sell tickets. In addition to those responsibilities, the Chamber staff and volunteers will also attend the event to help ensure the event runs smoothly.

- Resource Development & Program/Event Planning teams are both responsible for promoting the event, enlisting volunteers to attend the event, and selling tickets

Annual Awards & Staff Appreciation:

- **Annual Awards:**
 - Resource Development & Program/Event Planning:
 - Responsible for obtaining volunteers to set-up/break-down/and work throughout the event.
 - Assist the Event Coordinator with any other tasks/errands that may require multiple individuals prior to the event to allow the event to run smoothly
- **Staff Appreciation:**
 - Resource Development:
 - Responsible for obtaining volunteers to set-up/break-down/and work throughout the event.
 - Program/Event Planning:
 - Assist with the organization of door prizes once received – grouping together prizes so that all have similar values.
 - Assist the Event Coordinator with any other tasks/errands that may require multiple individuals prior to the event to allow the event to run smoothly

Casino Night:

Resource Development:

- Responsible for obtaining volunteers to set-up/break-down/and work throughout the event.
- Responsible for obtaining door prizes from Chamber members for the event – usually call and confirm that the business will (or will not) donate a door prize 1 month before the event (you may also want to follow up the week prior to)
 - Also responsible for assigning volunteers to pick-up door prizes before the event – usually try to have most door prizes picked-up or dropped off by the Friday before the event
- Program/Event Planning:
 - Assist with the organization of door prizes once received – grouping together prizes so that all have similar values.
- Assist the Event Coordinator with any other tasks/errands that may require multiple individuals prior to the event to allow the event to run smoothly

Cruise – In's:

- Resource Development:
 - Responsible for obtaining 1-2 volunteers to work Cruise In.
- Program/Event Planning:
 - Responsible for obtaining going over schedule with staff and making sure that all moving parts are covered for picking up ice & tea, making sure the contest, sandwich board, etc are all ready to go.

Ice Cream Social:

Resource Development:

- Responsible for obtaining volunteers to set-up/break-down event
- Responsible for assisting with finding members to donate ice cream for the event
- Program/Event Planning:
 - Responsible for obtaining (at least) 2 volunteers to work registration for the event
 - Assist the Event Coordinator with any other tasks/errands that may require multiple individuals prior to the event to allow the event to run smoothly

Golf Tournament:

- Resource Development:
 - Responsible for obtaining volunteers to set-up/break-down/and work throughout the event.
 - Responsible for obtaining door prizes from Chamber members for the event – usually call and confirm that the business will (or will not) donate a door prize 1 month before the event (you may also want to follow up the week prior to)
 - Also responsible for assigning volunteers to pick-up door prizes before the event – usually try to have most door prizes picked-up or dropped off by the Friday before the event
- Program/Event Planning:
 - Assist with the organization of door prizes once received – grouping together prizes so that all have similar values.
 - Assist the Event Coordinator with any other tasks/errands that may require multiple individuals prior to the event to allow the event to run smoothly

Business Showcase:

- Resource Development:
 - Responsible for obtaining volunteers to set-up/break-down/ and work throughout the event.
 - Responsible for planning promotions for the event (i.e. direct mail, distributing flyers to Chamber members, and etcetera)
- Program/Event Planning:
 - Assist the Event Coordinator with any other tasks/errands that may require multiple individuals prior to the event to allow the event to run smoothly

Small Business Saturday:

- Resource Development:
 - Responsible for obtaining volunteers to set-up/break-down/and work throughout the event.
 - Responsible for obtaining door prizes from Chamber members for the event – usually call and confirm that the business will (or will not) donate a door prize 1 month before the event (you may also want to follow up the week prior to)

- Also responsible for assigning volunteers to pick-up door prizes before the event – usually try to have most door prizes picked-up or dropped off by the Friday before the event
 - Program/Event Planning:
 - Assist with the organization of door prizes once received – grouping together prizes so that all have similar values.
- Assist the Event Coordinator with any other tasks/errands that may require multiple individuals prior to the event to allow the event to run smoothly

Breakfast with Santa:

- Resource Development & Program/Event Planning:
 - Responsible for obtaining volunteers and promoting the event
 - Assist the Event Coordinator with any other tasks/errands that may require multiple individuals prior to the event to allow the event to run smoothly

Coffees/Afterhours/Topics @ Twelve

- Resource Development:
 - Responsible for obtaining (at least) 3 door prizes from various members for Coffee each month and quarterly Afterhours (i.e. 1 Mpressed Mobile Dry Cleaners gift card, 1 Subway gift certificate, 1 hat from NewBridge Bank)
 - Responsible for obtaining a volunteer to pick-up and deliver lunch to the Chamber for Lunch & Learns, when needed
- Program/Event Planning:
 - Responsible for obtaining (at least) 1 volunteer to run registration for each Coffee & Afterhours – this involves arriving to the event 15 minutes early and making sure visitors sign in, providing them with name tags, and asking them if they would like to enter their name/business card in the door prize drawing
 - The Chamber will have the bag with all of the supplies needed for registration ready the day before the event, so that the volunteer may pick them up to take with him/her to the event

Ad Hoc (Strategic Planning & Policy/Procedures)

- **Strategic Planning**
 - **As needed. Determined by Exec Board**
- **Policy & Procedures**
 - **As needed. Determined by Exec Board**

REMEMBER ALL BOARD MEMBERS ARE RESPONSIBLE FOR PROMOTING CHAMBER EVENTS

ALSO, PLEASE TRY YOUR BEST TO ATTEND ALL EVENTS – IT MAKES THE CHAMBER LOOK GOOD WHEN ITS LEADERS ARE INVOLVED