

WJFR TEAM LEAD POSITION DESCRIPTION

***Chairperson:** Duties consist of facilitating committee meetings and making sure that all teams are on track with the specific task. Direct/guide planning of the reunion to completion. Chairperson will be advised by the team leader (must be a member of planning committee) of subcommittee.

***Secretary:** Duties consist of taking planning committee meeting notes, typing and sending minutes to planning committee members. Coordinate with Graphics & Design Lead to send announcements to family members regarding information on the reunion.

Sonya Hill

***Finance:** Duties consist of maintaining all money received into reunion bank account. Establish record keeping of all expenses and distribute funds for all expenditures. Receive all receipts from Team Lead for expense before distribution can be rendered. Maintain financial records.

Loretta Ward

*** Fundraiser:** Establish a team and assign a backup person. Duties consist of fundraising activities that will offset the cost of reunion obligations. All proceeds will be deposited in the reunion bank account. **Diann Walton**

***Cinch Bags/T-Shirts/Theme Lead:** Establish a team and assign a backup person. Duties consist of selecting reunion theme, t-shirts color(s), cinch bags (contents of bag) and order banner with reunion theme. Establish a procedure for distributing T-shirts, cinch bags and badges. **Margaret Gates**

***Banquet, Meet & Greet and Hotel Lead:** Establish a team and assign a backup person. Duties consist of canvassing and securing hotel, banquet room and select event menus. Coordinate reunion registration. Select a Meet & Greet room. Coordinate with team leads of Cinch Bag & Hotel to establish room setup & select menu (i.e., hors d'oeuvres). Organize a separate Meet & Greet for children to young adults. Engage younger members as volunteers to assist. **Martha Campbell –Blanchard & Alisia Taylor - Youth & Young Adult**

***Activities Lead:** Establish a team and assign a backup person. Duties consist of creating activities for the following groups but not limited to these areas. **Debra Fletcher**

- men, women, young adults and children
- Meet & Greet
- Banquet

***Program Lead:** Establish a team and assign a backup person. Duties consist of developing a program for reunion banquet, worship service, meet & greet but not limited to these events. Coordinate with Activity Lead to include activities during event and Graphics Design Lead to develop and create program design. Select program participants for event (contact and confirm commitment). **Jaynes Marquez**

***Trailblazers and Achiever Lead:** Establish a team and assign a backup person. Duties consist of developing ideas to honor Trailblazers and Achiever's. If awards will be displayed duties will consist of setting up the displays. Receive nominations for trailblazer and achievers. Coordinate with graphics & designs team when needed.

***Family History Lead:** Establish a team and assign a backup person. Duties consist of research and documenting family history. Design and publish a family tree, family directory but not limited to these publications. Coordinate with graphics & designs team when needed.

***Web Design, Graphics & Audio Visual Lead:** Establish a team and assign a backup person. Duties consist of creating designs, maintain reunion website, registration, social networking site and provide audio visual needs for event. Help to develop content for program book(s). Distribute information to members the reunion. Proof read all information to be distributed, published or posted to website. Establish deadlines with other teams when needed for printing purpose. **Carol Taylor**

Volunteers needed to assist designated teams