

Fix-Up Festival Committee Role Descriptions

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[**Fix Up Festival Chairperson – Elect \(for FY2012-2013\)**](#)

[**Fix Up Festival Secretary**](#)

[**Finance Chair/Treasurer**](#)

[**Volunteer Coordination Subcommittee Chair**](#)

[**Applications Subcommittee Chair**](#)

[**PR and Communications Subcommittee Chair**](#)

[**Sponsorship Subcommittee Chair**](#)

[**Project Adoption Chair**](#)

[**Construction Oversight Chair**](#)

Fix Up Festival Chairperson – Elect (for FY2012-2013)

The Chairperson will lead, coordinate and oversee the overall Fix Up Festival Committee in 2012-2013, preferably for a 2-year term (including 2013-2014). For 2012, the Chairperson elect will attend committee meetings and shadow the current leadership to become familiar with the event and its processes. Chairperson tasks include:

1. Schedule, plan, and run committee meetings, and coordinate email communications with subcommittee chairs.
2. Attend subcommittee meetings on occasion.
3. Make final decisions regarding any aspects of FUF.
4. Attend Rotary Club Community Services meetings to ensure awareness of Fix-Up Festival plans or arrange for a FUF representative.
5. Work with the Committee to develop annual budget requests and present to the Rotary Club board and Community Services Chair.
6. Ensure Fix-Up Festival adheres to budget plans year-to-year.
7. Act as the primary spokesperson for Fix-Up Festival communications to the membership.
8. Must be available and on-site (rotating through multiple locations) on Fix-Up Day to provide leadership decisions as needed.
9. Develop and deliver program for Thank-You event.
10. Ensure all FUF tasks are performed; delegate or fill in gaps as needed.

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Fix Up Festival Secretary

The Secretary is responsible for taking detailed and accurate minutes at each Fix-Up Festival committee meeting, and for organizing and archiving key project documents. Committee meetings are held roughly every 3 weeks through early spring, then every 2 weeks, and weekly during the month of September. Secretary tasks include:

1. Attend every Fix Up Festival committee meeting, or send a substitute
2. Take detailed notes at every meeting.
3. Organize notes and call out action items (with name of person responsible); then send to committee chair to ensure everything is captured before sending out the notes to the committee, within 2-3 days of the meeting.
4. Send out meeting reminders to committee 2-3 days prior to each meeting.
5. Send out other communications to the entire committee, or to subgroups, as required.
6. Ensure subcommittee chairs update key process documents as needed: applications, homeowner liability waiver, volunteer liability waiver, homeowner sign-off sheets, home adopter info sheets
7. Organize key documents, ensuring the latest updates are easily available to committee members as needed.
8. Respond to emails sent to info@fixupfestival.com and forward to the appropriate contact as needed. (Volume has been very low.)
9. Note attendees at each meeting and submit attendance credit email to Rotary Club secretary
10. Keep a running count of volunteer hours for each year and include the latest count in the meeting minutes.
11. Work with FUF Sponsorship Subcommittee Chair to ensure all sponsors receive thank you notes and invitations to thank-you event.

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Finance Chair/Treasurer

The FUF Finance Chair/Treasurer is responsible for the preparation of the preliminary budget for committee approval, and for working with committee members and the Sunrise Rotary Club Treasurer to maintain accurate records of expenses and income for the project year. Responsibilities include:

1. Receive and deposit checks with the Sunrise Rotary Club Treasurer or District for donations and sponsorships.
2. Issue tax receipts for donations and sponsorships as needed.
3. Follow up on donations routed through District, ensuring the return of those funds to our club, and our committee's budget.
4. Responsible for follow up on pledged funds that have not been received, either directly or via the person who generated the pledge.
5. Establish charge accounts with appropriate vendors for use in material purchases.

6. Process reimbursements for committee member expenses.
7. Track all expenditures accurately to home projects or administrative expenses.
8. Ensure all materials returns are accounted for.
9. Finalize budget year-to-year and report on finances at FUF committee meetings.

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Volunteer Coordination Subcommittee Chair

The Volunteer Coordination Chair leads the subcommittee responsible for recruiting, organizing and communicating with all Rotarian and non-Rotarian volunteers outside the Project Adopting organizations. The committee is also responsible for the “care and feeding” of volunteers. Tasks of the Applications Subcommittee include:

1. Recruit subcommittee members as needed to complete all tasks, and hold meetings when appropriate.
2. Attend all regular Fix-Up Festival Core Committee meetings, or send a representative.
3. Recruit volunteers internally from the Rotary club as well as volunteers from the community and schedule, plan and run the annual volunteer recruitment meeting.
4. Assign volunteers to specific tasks and contact them re: assignment details.
5. Work with the Home Adoption Subcommittee Chair to develop a volunteer pool for day of FUF to fill in gaps in home projects and other areas as needed.
6. The Command Central: Work closely with Foremen on FUF Day via mobile phone/texts to ensure each project has adequate volunteer power; reassign volunteers as needed for project workflows.
7. Obtain donations and purchase food items for FUF day (morning coffee, snack, lunch, beverages)
8. Organize Volunteer Sign In: Assign one volunteer per project to deliver food/beverages, signs, t-shirts, sign-in sheets and liability waivers, and to ensure all volunteers have completed waivers.
9. Prepare, coordinate and clearly communicate Sign-In volunteer duties, materials and food coordination to ensure a smooth process on Fix-Up Day,
10. Maintain master list of volunteers (MS Excel) to use in distribution of Thank-You invitations, after-event survey email, and Thank-You ad.
11. Order volunteer t-shirts.
12. Manage Thank-You event coordination, including venue, invitations, prizes, and any other logistics

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Applications Subcommittee Chair

The Applications Chair leads the subcommittee responsible for recruiting and screening applicants, and handing off a list of eligible homeowners to the Construction Oversight Subcommittee for final selection. Tasks of the Applications Subcommittee include:

1. Recruit subcommittee members as needed to complete all tasks, and hold meetings when appropriate.
2. Attend all regular Fix-Up Festival Core Committee meetings, or send a representative.
3. Disseminate application information to various organizations, businesses, and locations including but not limited to HRDC, Love INC, churches, Food Bank, Senior Center, Community Health Partners, Mobile home parks, etc.
4. Work with PR Subcommittee re: getting information out to public via, News Paper- What's up with that, PSAs, and other methods
5. Collect and review completed applications to ensure eligibility across all criteria: income level (working w/HRDC), ownership/title of home, age/disability.
6. Review 2011 internal applicant scoring form and modify as needed to ensure each homeowner is fairly rated regarding level of need, qualifications, and basic assessment of repairs needed.
7. Interview each applicant at the home to complete internal scoring form.
8. Pass on qualifying applications to the Construction Oversight Subcommittee in a timely fashion, per schedule.
9. Work with Project Managers (PMs) to ensure homeowners have signed liability forms before day of FUF.
10. Contact homeowners who have not been selected. (PMs will contact those who HAVE been selected.)
11. Visit each project on FUF Day after repairs are completed to ensure each homeowner signs off on the project.

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PR and Communications Subcommittee Chair

The PR and Communications Chair leads the subcommittee responsible all public-facing communications and PR. Tasks of the PR and Communications Subcommittee include:

1. Recruit subcommittee members as needed to complete all tasks, and hold meetings when appropriate.
2. Chair must attend all regular Fix-Up Festival Core Committee meetings, or send a representative.
3. Update key public-facing print communications each year as needed, including sponsorship kit components, applicant flyers, ads

4. Update online presence as needed, including WordPress-based www.fixupfestival.com and Facebook. Add other social media as appropriate: LinkedIn (group), twitter, Google +, etc.
5. Implement PR campaign to drive applications during designated application period. Recommend advertising if needed, and if budget can support.
6. Implement PR campaign to drive awareness around Fix Up Festival on and prior to Fix-Up Day
7. Design, or manage the design, of any additional communication materials that may be needed moving forward, including ads and Thank You event invitations.
8. Create and place Thank-You ad in Bozeman Chronicle.

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Sponsorship Subcommittee Chair

The Sponsorship Chair leads the subcommittee responsible for all project funding and sponsorships outside of Rotary Club allocated budget, and ensuring that sponsors are appropriately acknowledged. Tasks of the Applications Subcommittee include:

1. Review 2011 actual sponsorships against sponsorship tiers and revise if needed.
2. Recruit subcommittee members as needed to complete all tasks, and hold meetings when appropriate.
3. Attend all regular Fix-Up Festival Core Committee meetings, or send a representative.
4. Develop a systematic strategy for approaching potential sponsors, ensuring a broad spectrum of community businesses and organizations are approached.
5. Work with PR and Communications Subcommittee to ensure sponsorship materials are effective and up to date
6. Begin working on sponsorships planning *early in the cycle* each year (some sponsors require long lead time), and set a cutoff date for major sponsors
7. Assign a member to research grants and submit applications
8. Accurately track all sponsor and grant requests and note any concerns or timing issues that are preventing funding
9. Work with PR and Communications Subcommittee to ensure all sponsors receive appropriate acknowledgement as indicated in the sponsorship tiers document
10. Work with FUF Treasurer to ensure all sponsorship funds have been received
11. Work with FUF Secretary to ensure all sponsors receive thank-you cards and thank-you event invitations.

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Project Adoption Chair

The Adoption Chair is responsible for educating, recruiting and obtaining signed commitments with organizations, businesses or groups who will provide volunteer teams to complete home repair projects. Responsibilities include:

1. Recruit subcommittee members if needed to complete all tasks, and hold meetings when appropriate.
2. Chair must attend all regular Fix-Up Festival Core Committee meetings, or send a representative, to report on progress and issues with adopters.
3. Recruit adopting organizations—one for each project—taking previous adopting organizations into consideration.
4. Obtain signed commitments and adoption donations from each adopting organization; forward associated donations to the FUF Finance Chair/Treasurer.
5. Maintain communication either personally or through email with team captains, providing updates as FUF develops during the year.
6. After projects have been selected, hold a meeting with all team captains to facilitate matching of projects to teams, considering project scopes and team skill sets.
7. Ensure team captains have the information needed to effectively organize volunteer teams and are aware of the processes, roles, and responsibilities of all key players.
8. Facilitate communication between team captains, foremen (if the organization provides their own) and project managers.
9. Work with team captains to identify needs for foremen outside the adopting organizations and identify any gaps in volunteer force needs; work with Volunteer Subcommittee Chair if needed to ensure each project has adequate volunteer support.
10. Obtain volunteer lists and t-shirt sizes from team captains and pass on to Volunteer Coordination Chair.
11. Visit each site on FUF day to express appreciation to teams, solve general problems and build future relationships.

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Construction Oversight Chair

The Construction Oversight Chair is responsible for Project Manager recruitment, coordination and communication. Responsibilities include:

1. Recruit subcommittee members as needed to complete all tasks, and hold meetings when appropriate.
2. Chair must attend all regular Fix-Up Festival Core Committee meetings, or send a representative, to report on progress and issues with PMs and construction issues.

3. Assign applicant houses to PMs for project evaluation and scoping; ensure project scopes are completed in a timely fashion to adhere to FUF timeline.
4. Maintain records of potential and planned repairs for all projects under consideration, and be generally familiar with all projects.
5. When project scopes are complete, hold meeting to coordinate PMs to ensure all are aware of all projects under consideration to coordinate efforts and identify potential subcontractor needs.
6. Deliver completed list of project scopes to Adoption Chair in a timely fashion, per FUF timeline, for project matching.
7. Set in place the structure to allow the efficient use of in-kind donations of materials before and on FUF Day.
8. Responsible for assigning and supervising procurement and delivery of materials and infrastructure (e.g., porta-potties) prior to FUF Day.
9. Recruit and oversee runners responsible for last-minute materials needs on FUF Day.
10. Arrange for pick up, return and credit (when available) of any materials not used on FUF Day.
11. Work with PMs and Foremen to estimate amount of debris/refuse at each project and arrange for appropriate pickup on or shortly after FUF Day.

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