

Assumption Against Cancer Executive Position Descriptions

Publicity/Social Media --Will reliably and appropriately update all social media platforms, both at their own discretion and/or as directed by co-chair. Creative ideas and posts should be brainstormed to help publicize Relay events. Will work with graphic designer (canva) and search the internet for materials to use for publicity, and will contact people/companies if directed to. Any questions from participants posted/sent via these platforms should be promptly responded to via this position. Design and create publicity materials and graphics for use as flyers, on the website, and on social media. Should be knowledgeable of process of approval, and follow through when necessary. Will ensure all necessary information is included. May also oversee making of posters and other materials for events throughout the year.

Recruitment --Responsible for recruiting new participants from the general student body, especially freshmen and new student groups, as well as faculty, alumni, and athletics. They should think of ways to target these populations and use the committee as a resource to make them happen. Also, they will be the direct contact for the teams that they recruit. May have to draft/send emails, make appearances at student group meetings to inform them about the cause, and organize dorm storms, flyering, chalking, and other publicity tactics. Initiate relationships with new groups, such as alumni, athletics, faculty, and staff. This includes reaching out to different offices and departments via email, and possibly meeting with them to discuss involvement opportunities. This person will be the main point of contact for these groups throughout the year. In charge of contacting team captains and participants from previous Relays and urging them to register again. Throughout the year, they will be the point of contact for these teams. They should help orchestrate their registration process and assist them in recruiting more members and raising more money. Be knowledgeable of tools available for use to the team captains and members.

Advocacy/Mission Should always be considering how the mission of ACS and Relay For Life can be incorporated into events, fundraisers, and publicity. They will work to plan Advocacy events throughout the year and at Relay, including monthly/weekly tables aimed towards prevention, education, support, and information. They should be familiar with ACS CAN and incorporate it into Relay to try and recruit members to sign up.

Fundraising --Responsible for reaching out to local restaurants, student groups, committee members, and businesses to plan, organize, and implement fundraisers. Also will help to plan, organize, and implement on campus fundraisers as well as assist and support teams with their fundraising as needed before and during the event. Fundraising isn't all we do – but all we do depends on it!

Food/Sponsorship --Responsible for contacting companies to solicit food, monetary, and material donations. Will visit some local companies in person with sponsorship packets. Also must be the liaison between Relay and sponsors at the event, doing things such as taking photos of donated goods, helping coordinate tabling times, and checking in with onsite companies. Must keep detailed records of their interaction with companies to provide future committees with resources and benchmarks.

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Treasurer--Responsible for maintaining school allotted budget and finances. Some tasks will be the same as Fundraising and Sponsorship chairs, and these three will work closely together. This position will act as secretary when needed and support all other positions, as needed.

Secretary--Responsible for recording minutes (notes) at each Assumption Against Cancer meeting, sending them out to the committee in an organized and timely fashion following each meeting. This position supports all other positions in times of need, often working alongside or as treasurer.

Entertainment-- Will work closely together in coordinating, facilitating, and scheduling the performances that occur throughout Relay. They will be responsible for contacting musical groups, dance groups, and DJ's to ensure there is entertainment during all of the event as well as ensure that performers are registered for the event. On the day of Relay, the Entertainment Chairs will coordinate/wrangle performers, ensuring that performances occur in the correct area, at the proper time. They also will create a master schedule for the night of Relay. Additionally, this position has the responsibility of planning and coordinating all the games, fitness, and other activities that take place throughout the night of Relay. They are also responsible for creating, collecting, and finding, the necessary materials for the planned activities. This position also works to plan some activities for events and fundraisers during the year prior to Relay, along with fundraising chairs. This position is responsible for the content, guest speakers, and organization of the 3 main ceremonies at Relay. The 3 Relay ceremonies, with the themes Celebrate, Remember, and Fight Back, are a critical part of the event, and all other activity ceases during ceremonies. Coordinates having speakers at the event during the year, as well as the script for the ceremonies.

Survivorship-- Responsible for survivor hospitality leading up to and throughout the night of Relay. They coordinate and run the survivor dinner, secure food donations, and prepare survivor gifts/dinner decorations. They will also work to reach out and invite survivors to Relay throughout the year. Survivorship chairs are the ones who ensure the survivors feel like the celebrities of Relay.