

10K QC Student Leadership Team

Executive Director: Ian Fletcher

Civic Engagement Committee: (currently 5 members—need 1)

Chairperson: **Scott Griffith**

Agency Mentor(s): United Way Staff, Hannah Conrad, MVR Blood Center

Leadership Team (signed up): **Allison James, Anna Calix, Sara Kauten, Stella O'Rourke**

Responsible for all Non-profit Department and Grassroots Department:

- Initiate and maintain relationships with potential non-profit agencies
- Liaison between non-profits and volunteers
- Assisting volunteer and agencies with on-line registration process
- Maintain online-Newsletter, welcome e-mail and maintaining FaceBook
- Work with United Way Partner Agencies as well as school groups like National Honor Society, Key Club or Student Council
- Coordinate volunteer efforts including recruitment and trainings
- Peer-to-peer outreach

Marketing and Public Relations Committee: (currently 4 members—need 2)

Chairperson:

Agency Mentor(s): United Way Staff, Marketing Department

Leadership Team (signed up): **Katie Fordonski, Melissa Flowers, Brandon Anderson, Allison James,**

Responsible for all marketing, press and media relations

- Oversee all marketing of project including 10KQC logo, visual contents and project branding
- Print production for all the visual medium such as brochures, programs, t-shirts and the website
- Oversee all distribution of 10KQC materials including press releases to local newspapers, magazines, radio and television outlets.
- Oversee and document all recruitment events, volunteer fairs and kick-off events via photography
- Monitor the progress of 10KQC website

Operations Committee: (currently 5 members—need 1)

Chairperson: **Chad Driscoll**

Agency Mentor(s): United Way Staff, Lon Bozarth (Capitol Theater)

Leadership Team (signed up): **Meghana Pagadali, Marlee Sullivan, Patrick Reidy, Sarah Witte**

Responsible for Business/Finance and Events Department

- Generating funds for project, overseeing the project budget
- Oversee all in-coming funds including grants, foundations and donations
- Oversee all aspects of the concert. Work with Capitol Theater to plan and implement the entire concert process.
- Oversee all special events such as volunteer appreciation dinner and/or pre/post concert events.
- Oversee donations and gift giving, including level of giving letter

Note: These are general descriptions of committee's roles and responsibilities. Detailed and specific descriptions are available at www.unitedwayqc.org/10000hours