

## 2015-2016 SCOV Auxiliary: *Emerge!* Center Against Domestic Violence

| 2015-2016 Board (2 year term)   |   |  |  |   |
|---|---|--|--|---|
| <b>Jane Fairchild</b><br>President  | <b>Elaine Deeter</b><br>Past President  | <b>Marie Gagnon</b><br>Finance   | <b>Debbie Francis</b><br>Publicity & Secretary   | <b>Nancy Montgomery</b><br>Membership & Social  |
| <ul style="list-style-type: none"> <li>• Lead <b>meetings</b></li> <li>• Liaise with <b>Emerge!</b></li> <li>• <b>Appoint</b> event committee chairs</li> <li>• <b>Recruit committee volunteers</b> as needed</li> <li>• Secure <b>event rooms</b> and <b>speakers</b></li> </ul>   | <ul style="list-style-type: none"> <li>• <b>Manage Holiday House participation:</b><br/>Liaise with <i>Emerge</i> on participation, security clearances, publish schedule)</li> <li>• All event <b>collaterals:</b> tickets, program, fliers</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Set budgets</b> for events and activities</li> <li>• <b>Report</b> finances</li> <li>• <b>Track</b> spending &amp; volunteer work hours</li> <li>• <b>Transfer monies</b> to <i>Emerge</i></li> <li>• Apply for <b>grants</b></li> </ul> | <ul style="list-style-type: none"> <li>• Take <b>meeting notes</b> and publish meeting reports</li> <li>• Maintain <b>membership list</b></li> <li>• Submit <b>Tipster/ THWISCOV</b> articles, and donation requests</li> </ul>            | <ul style="list-style-type: none"> <li>• Supply membership and guest sign-up sheet &amp; <b>introduce guests at meetings</b></li> <li>• <b>Orient new members-</b> 8:30 prior to meetings</li> <li>• Organize <b>member social events</b> between meetings</li> </ul> |
| <b>Event Chairs</b>   |   |  |  |   |
| <b>Responsibilities:</b> Recruit <b>team</b> ; present event <b>preparation</b> activities and schedule to Board and <b>receive budget</b> ; conduct team <b>meetings</b> ; <b>report</b> progress at monthly meetings; <b>communicate</b> results and lessons learned after event. |   |  |  |   |
| <b>FALL EVENT</b>   |   | <b>SPRING EVENT</b>  |  |   |
| <b>Luncheon</b><br><i>Edie Phillips</i>   | <b>Accessories Boutique</b><br><i>Jan Almer/ Judy Jacobson</i>  | <b>Luncheon</b><br><i>Carolyn Corwin/Marie Gagnon</i>  | <b>Fashion Show</b><br><i>Linda Wilkes</i>   | <b>Raffle/Auction</b><br><i>Jan Fischer/Patsy Pulley</i>  |
| <ul style="list-style-type: none"> <li>• Table hosts</li> <li>• Menu</li> <li>• Servers (Roosters)</li> <li>• Table decorations</li> <li>• “Day of” schedule &amp; volunteers</li> <li>• Set up/break down</li> </ul>   | <ul style="list-style-type: none"> <li>• Collect donations</li> <li>• Price items</li> <li>• Display equipment</li> <li>• “Day of” schedule &amp; volunteers</li> <li>• Set up/break down</li> </ul>  | <ul style="list-style-type: none"> <li>• Table hosts</li> <li>• Menu</li> <li>• Table decorations</li> <li>• Servers (Roosters)</li> <li>• “Day of” schedule &amp; volunteers</li> <li>• Set up/break down</li> </ul>  | <ul style="list-style-type: none"> <li>• Recruit models</li> <li>• Video &amp; music</li> <li>• Liaise with clothing supplier for fittings</li> <li>• Rehearse models</li> <li>• Recruit announcer</li> <li>• Set up/break down</li> </ul> | <ul style="list-style-type: none"> <li>• Obtain donated items</li> <li>• Set prices &amp; tag items</li> <li>• “Day of” schedule &amp; volunteers</li> <li>• Set up/break down</li> </ul>   |
| <b>Courtyard Sale</b><br><i>Karen Koch/ Pat Herman</i>  | <b>ON-THE-SPOT VOLUNTEERING</b>   |  |  |   |
| <ul style="list-style-type: none"> <li>• Obtain donated items</li> <li>• Set prices &amp; tag items</li> <li>• “Day of” schedule &amp; volunteers</li> <li>• Set up/break down</li> </ul>   | <ul style="list-style-type: none"> <li>• Sell tickets</li> <li>• Event set up/break down</li> <li>• Table decorations</li> <li>• Transport items</li> <li>• Day of/day before event activities, etc.</li> </ul>   |  |  |   |