

## Committee Member Roles and Responsibilities

BELOW IS A LIST of some of the key roles you will need someone to fulfill. You may decide to add to, delete, modify, or mix and match this list to fit the size and abilities of your team.

### COMMITTEE CHAIR/TEAM LEADER

- Keeps the big picture in mind
- Keeps track of everyone's progress toward completion of the overall plan
- Supports the team members with their responsibilities when they need help
- Manages budget

### PROGRAM COORDINATOR

- Puts together the actual program for the forum
- Coordinates the agenda
- Networks with organizations, businesses, advocates, government, etc. to find good speakers
- May moderate panels during the forum and help move the program along smoothly

### SITE ORGANIZER

- Reserves the site and coordinates all the physical aspects of the event
- Coordinates the signage/banners, chairs, tables, handouts, sign-in table, sound system, refreshments, etc. (all logistics)

### MEDIA COORDINATOR

- Identifies the targeted media in print and visual media; ensures that the media list being used has the correct contacts and contact information
- Contacts those identified within local newspapers and television and radio stations
- Follows up with them in the days and weeks leading up to the event
- Writes and distributes a press release
- Is available during the forum to greet media professionals and provide them with press packets and all appropriate materials
- Confirms that media can have access to information within a speaker's presentation (can it be reproduced and/or quoted?)
- Identifies those who will be speaking on behalf of the forum; coordinates any specific interview needs (before or after the event) with media
- Note: will media be given food/beverage?

### MARKETING/OUTREACH COORDINATOR

- Builds public awareness about the event and "fills the room" for the forum
- Invites people to the forum through public announcements and advertisements and in one-on-one contacts. Electronic communication is a great marketing tool.
- Invites local policy-makers and government officials. Where specific committee members have established relationships with this target group you may decide to have the invitations come from them.