

FRIENDS OF THE HOUSE



Young Professionals Making a Difference

RMHC[®]
of Central Texas

Leadership Council Roles & Responsibilities



Our 2016 Friends of the House Leadership Council.

Leadership Council Overview

Leadership Council (LC) is the executive team overseeing the operations of Friends of the House, our young professional group that supports the children and families served by Ronald McDonald House Charities of Central Texas. New in 2018, six members will sit on Leadership Council, and each member will serve a two-year term.

General Responsibilities for all LC Members

- Recruit 5-10 new Friends members annually.
- Attend monthly Leadership Council meetings. Times and dates may vary each month but will typically be held on a weekday evening.
- Fulfills assigned leadership role by coordinating activities planned by the Leadership Council members.

Leadership Roles & Responsibilities

President: (Available Only for Current LC Members)

Provides leadership and vision for the Friends of the House Leadership Council to ensure they fulfill its mission to provide volunteer services and to support RMHC CTX.

Time Commitment: 5-15 hours per month plus additional hours as needed to assist in various capacities to Friends of the House and RMHC CTX.

Responsibilities:

- Coordinates and facilitates a Leadership Council planning retreat during the First Quarter of each calendar year to set goals and review the mission of RMHC CTX and Friends of the House.
 - Maintains an active position on the RMHC CTX Board of Directors by attending monthly meetings and updating the Board of Directors about Friends of the House activities.
 - Acts as a driver of programming by promoting the missions of RMHC CTX and Friends of the House.
 - Serves as high-level liaison between RMHC CTX staff and Friends of the House.
 - Organizes and maintains Leadership Council operational materials.
 - Forms and maintains strategic partnerships with other organizations.
 - Submits proposed budget & Leadership Council position changes to Board of Directors for approval.
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Vice President: (Available Only for Current LC Members)

Provides guidance and input to the President and the Leadership Council.

Time Commitment: 2-5 hours per month and additional hours as needed

Responsibilities:

- Promotes the mission of RMHC CTX and Friends of the House.
 - Assists the President in executing duties & forming/maintaining strategic partnership(s) with other organizations
 - Willingness to set into role of President should the current President need to step down.
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Membership Chair: Engages potential and current Friends of the House members and oversees the Membership Committee. Works with Social & Service Chairs to coordinate and track event check-in information.

Time Commitment: Requires approximately 2 – 4 hours per month to communicate with new members and maintain member database.

Responsibilities:

- Manages new member sign-up process.
- Reaches out to new members via email or phone call to welcome new Friends of the House members.
- Works with Communications Chair to target and cultivate new members.
- Tracks membership levels each month and keeps Leadership Council updated on membership numbers.
- Recruits new members and works with RMHC CTX to design a member retention strategy.
- Greets members at events and verifies current contact information of each member.
- Works with RMHC CTX's Communications Department and the Friends of the House. Communications Chair to develop and implement new member correspondence.

Treasurer: Oversees and manages the fiscal affairs of Friends of the House.

Time Commitment: Requires approximately 2-4 hours per month to maintain budget. More hours may be required from time-to-time when creating and formalizing modeling systems.

Responsibilities:

- Identifies & provides a budgetary strategy based on past years; projects budget for upcoming year.
 - Submits a final budget to the President of LC for RMHC CTX Board of Directors approval.
 - Communicates regularly with Social Chairs and RMHC Director of Finance to provide monthly updates on Friends of the House operating financials.
 - Works with Development Coordinator for Special Events to develop and understand budgetary guidelines and presents information to Leadership Council.
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Service Chair: Directs and oversees service opportunities for members; works with the Communications Chair to publicize service opportunities to Friends of the House members.

Time Commitment: 10-15 hours per month

Responsibilities:

- Coordinates Friends of the House Meal Captains and 24 Cook Nights at the Ronald McDonald House – first Tuesday and second Wednesday of every month.
 - Coordinates volunteers for Lights of Love (10-20 volunteers for event).
 - Coordinates Spring and Fall deep cleaning of the Ronald McDonald House kitchen and children's play room.
 - Maintains and updates the Target Gift Registry, a "Wish List" of needed kitchen items.
 - Works with Membership Chair(s) and RMHC Volunteer Manager to respond to member and potential member inquiries about RMHC CTX volunteer opportunities.
 - Work with the Communications Chair to promote service opportunities and to post pictures on the Friends of the House social media platforms.
 - Seeks and presents innovative ways for members to help meet RMHC CTX needs through service opportunities (i.e. February Build a Bear, Holiday Decorating Party).
 - Partners with the Social Chair to plan annual holiday decorating party at the Ronald McDonald House.
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Social Chair: Directs & oversees all social events for Friends of the House members. This position works with the Communications Chair to promote events to members.

Time Commitment: Requires approximately 5-10 hours per week of commitment during the planning and execution phase of fundraiser, with additional hours required as the event date approaches. Requires approximately one hour each quarter planning additional social events such as Happy Hours and the annual holiday decorating party at the Ronald McDonald House.

Responsibilities:

- Organizes quarterly happy hours and other Friends of the House social events to facilitate Friends of the House interaction, with the primary focus on recruiting new membership to the organization.
 - Securing venues for social events.
 - Arranging for beverages and catering service (if necessary), ensuring event stays within budget.
 - Supports check-in and recruits new members
- Works closely with Communications and Membership Chairs.

Communications Chair: Creates and disseminates important information to members of FOH.

Time Commitment: 8-10 hours per month

Responsibilities:

- Works with RMHC CTX to create materials to support the Leadership Council and Friends of the House.
- Drafts and sends quarterly e-newsletters to Friends of the House members and prospective members.
- Updates FOH social media platforms by posting about events, news, photos and relevant information.
- Works with the RMHC CTX's Director of Communications and Communications Coordinator to maintain the Friends of the House webpage.
- Sends email invitations for events to Friends of the House members.
- Submits all communication materials to RMHC CTX's Director of Communications for final approval.

Member-at-Large: Supports the mission of Friends of the House by assisting various Chairs and Friends of the House committees.

Time Commitment: Approximately 2-4 hours per month on a regular basis. Hours may increase during times of need per required duties.

Responsibilities:

- Primary focus on engaging new participants in the social and volunteer opportunities of FOH with a special emphasis on attending such events.
- Serves as lead coordinator for one FOH volunteer day event each year (Bandana Ball, House cleaning, House decorating party, Lights of Love)
- Supports and shadows one chair in their duties to learn about a role they may be interested in occupying in subsequent years
- Attends Open Cook Nights at least once per quarter and works with Service Chair to recruit members to participate in service opportunities.
- Provides input, leadership, and willingness to step up to a chair position in the event a current committee chair can no longer serve their term.