

# FRIENDS OF THE HOUSE



*Young Professionals Making a Difference*

RMHC<sup>®</sup>  
of Central Texas

## Leadership Council Roles & Responsibilities



Our 2018 Friends of the House Leadership

### 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 the Ronald McDonald House Charities of Central Texas.

Each member will serve a three-year term on Leadership Council. Members are able to apply for a new position each year during their three-year term on Council (i.e. can be Secretary first year, VP next, President third year).

### General Responsibilities for all LC Members

- Recruit 5-10 new Friends members annually.
- Maintain active/paid membership throughout entire LC term.
- Attend at least 80% of monthly Leadership Council meetings. Times and dates may vary each month but will typically be held on a weekday evening.
- Fulfill assigned leadership role by coordinating activities planned by the Leadership Council members.
- Make an annual financial gift of \$100. If you are a Lifetime Friends member, make a gift that is meaningful. Gifts may be in the form of event tickets or sponsorship, sponsor-a-family or straight donations.

# Leadership Roles & Responsibilities

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## **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.

### **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.
- Acts as an ongoing resource and partner to Vice President with the intent of providing key organizational knowledge that will allow VP to act on President's behalf should they be unable to be present or be required to step down prior to completion of their term.

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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:**

- Serves as President-elect.
- 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.
- Troubleshoots ad hoc issues within Leadership Council.
- Provide assistance to all Chairs of Leadership Council, as needed.
- Willingness to step 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:** 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 an ongoing outreach 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:** 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 RMHC CTX staff to develop and understand budgetary guidelines; presents information to Leadership Council.
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**Secretary:** Provides support and organization for the Leadership Council through internal communication and resource material development.

**Time Commitment:** 5-8 hours per month.

**Responsibilities:**

- Prepares and distributes Leadership Council meeting agendas and other relevant documents prior to meetings.
  - Takes and distributes minutes from Leadership Council meetings, including "Action Items" for each position.
  - Manages, updates, and distributes the Friends of the House calendar to Leadership Council and RMHC CTX.
  - Conducts annual review of existing resources to identify and update materials that are outdated, incorrect or otherwise requiring editing.
  - Monitors friends@rmhc-ctx.org email account to forward inquiries to appropriate LC chairperson for reply
  - Assists in developing strategy for access and ongoing storage of key resource materials.
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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 Cook Captains and 24 Cook Nights at the Ronald McDonald House.
  - Coordinates volunteers for RMHC CTX special events, as needed (e.x. Bandana Ball, Starlight Affair)
  - Coordinates Spring and Fall deep cleaning of the Ronald McDonald House kitchen and children's play room.
  - Works with Membership Chair and RMHC staff 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, Quiz for a Cause, Brunch and Burn).
  - Partners with the Social Chair to plan annual holiday decorating party at the Ronald McDonald House.
  - If needed, maintains and updates the Target Gift Registry, a "Wish List" of needed RMHC items.
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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 and the community.

**Time Commitment:** 5-10 hours per month with additional hours required during the planning and execution phase of fundraising events. 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 networking and interaction among Friends of the House members, with the primary focus on recruiting new members to the organization.
  - Arranges all event details including but not limited to the following:
    - Securing venues for social events.
    - Arranging for beverages and catering service (if necessary), ensuring event stays within budget.
    - Supporting event check-in and recruiting new members
  - Works closely with Communications and Membership Chairs.
  - Work with committee as needed for help with annual event.
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**Communications Chair:** Creates and disseminates important information to members and community about Friends of the House and upcoming events.

**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. This includes crafting language for any necessary event posts.
  - Works with the RMHC CTX staff 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 staff for final approval on branding and messaging.
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**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 ahead of fundraising events.

**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, etc.)
- 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.



**Ronald McDonald  
House Charities<sup>®</sup>**  
of Central Texas

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