



# RACE FOR THE CURE COMMITTEE INFORMATION

2018

Chicago

Montrose Harbor

Sunday, May 13, 2018



# RACE FOR THE CURE 2018

## COMMITTEE & POSITION DESCRIPTIONS

### Committee Roles Defined:

- **Race Chair** – Oversees and coordinates all areas of the Race working alongside the Race & Volunteer Manager. Manages meetings, committees and overall decision making. Represents Race committee in external and internal communications and events.
- **Committee Chairs** – Oversees and coordinates all areas of that committee. Manages committee meetings, committee captains and general committee members. Ensures all duties are completed as necessary and completes work of open positions on committee. Manages overall decision making for committee and communicates all decisions and committee details to Race Chair, Race Manager and Staff Liaison as necessary.
- **Committee Captains** – Coordinates all areas of assigned position. Manages committee members and race day volunteers (if applicable). Communicates all decisions and position details with Committee Chair and Staff Liaison as necessary.
- **Committee Members** – Assists in all areas of that committee. Can help with specific committee captain or committee in general.

### Corporate Sponsorship Committee

Help open the door to more corporate partnerships. This committee assists with sponsor research, outreach and fulfillment, as well as greeting sponsors race day set-up and race day, ensuring they have everything they need.

*Busiest Time for all Captains = January-May*

**National Sponsors Captain** – Assist in coordinating all national sponsor needs, fulfillment and donations. Help to recruit new sponsors in the Chicagoland area.

**Local Sponsors Captain** – Assist in coordinating all local sponsor needs, fulfillment and donations. Help to recruit new sponsors in the Chicagoland area.

### Teams Committee

Power in numbers! This committee works on developing and growing the number of teams that register. This includes recruitment (specifically with corporate partners), team captain kick-off events, Team Tailgate (on race-day), team incentives, and assisting with marketing strategies and materials for teams in regards to recruitment and fundraising.

**National Teams Captain** – Coordinate all national teams needs and assist them in increasing members and fundraising goals. Requires regular ongoing communications often via email.

**Corporate Teams Captain** – Develop and implement a plan for coordinating corporate teams which includes increasing recruitment and fundraising goals and assisting with kick-off events. Requires regular ongoing communications often via email.

**Local Teams Captain** – Develop and implement a plan for coordinating local teams which includes increasing recruitment and fundraising goals and assisting with kick-off events. Committee members can be create team categories such as schools, hospitals, etc to help in recruitment. Also includes motivating team captains to set goals and providing them with materials and toolkits. Requires regular ongoing communications often via email.

*\*Busiest Time for above 3 Captains = January-May (increased emails month of race)*

**Team Tailgate Captain** – Coordinate all team tailgate logistics which includes top teams breakfast, give-aways and activities.

*Busiest Time = March-May*

### Pink Honor Roll Committee

They raise, we praise! This committee recognizes and cultivates relationships with our Pink Honor Roll (i.e. top Race fundraisers) and works to increase fundraising among all participants through the use of incentives and key messaging strategies.

**Tent Activation Captain** – Coordinate all recognition and cultivation of Pink Honor Roll constituents. Manage tent activation and top fundraising awards. May also assist with phone banking former Pink Honor Roll members.

*Busiest Time = February-May*

**Gifts/Incentives Captain** – Actively solicit businesses for donations to use as fundraising incentives. Provide Race Committee with templates/tools for soliciting for donations. Manage solicitation lists, progress and collected donations. Work with Komen Chicago staff to ensure proper acknowledgements are made. Assist with developing and implementing a plan for using incentives effectively in order to gain more fundraising participation.

*Busiest Time = January-April*

**Fundraising Outreach Captain** – Assist with overall fundraising plan and communication which may include reaching out to companies and individuals for their support.

*Busiest Time = January-March*

## Survivors Committee

Honor and celebrate our survivors! This committee works hard to create a celebratory, relaxing area exclusive for breast cancer survivors! They also assist with overall survivor participation, recruitment and publicity.

**Parade/Flag Captain** – Coordinate the survivor parade which includes a plan for increasing flag holding nomination submissions and selection.

**Tent Activation Captain** – Coordinate all survivor tent logistics which includes survivor breakfast, give-aways and activities.

*\*Busiest Time for above 3 Captains = March-May*

**Outreach Captain** – Develop and implement a plan to increase survivor participation at the race.

*Busiest Time = February-May*

## Education/Mission Committee

We lead from our mission to save lives and end breast cancer forever. This committee helps every committee add educational components to their activities, as well as the race as a whole.

*Busiest Time for all leaders = April-May*

**I AM THE CURE Captain** – Coordinate this race day education program that teaches race participants about breast health messages through hundreds of rover and cure leader volunteers. Duties include assisting with volunteer recruitment, training and race day deployment, as well as managing tent activation and supplies/inventory.

**Education Photo Station Captain** – Coordinate the logistics of the education photo station which may include props, logistics and other fun additions!

**Race Day Education Captain** – Create and coordinate race day education and messaging (i.e. signage) (*Flexible Scheduling*)

## Operations Committee

This committee is comprised of behind the scenes volunteers that make sure everything goes off without a hitch!

**Décor Captain** – Manage all décor requests and overall décor and “pinking” of the race.

**Information Captain** – Coordinate all info booths and roaming info volunteers which includes logistics, training and supplies.

**Shop Komen Captain** – Coordinate the Shop Komen tent which includes assisting with ordering, logistics, tent set-up and activation, etc.

*\*Busiest Time for above 3 Captains = Chicago – April-May, Lombard – August-September*

**Food Captain** – Manage inventory, set-up and distribution of all food at the race.

**Gear Check Captain** – Coordinate gear check tent logistics. (CHICAGO ONLY)

**Photography Captain** – Coordinate photography plan and oversee volunteer photographers to cover all areas of the race. Assist with collecting and organizing all photos post-race.

*\*Busiest Time for above 3 Captains = May-week prior to race and race-day*

## Volunteers Committee

With over 500 volunteers helping at the race, volunteers are the key to our success! This committee coordinates them all which includes recruitment, making assignments, orientation, training, logistics, race day volunteer management and support, managing the Volunteer Tent, and creating volunteer appreciation materials post race.

**Race Day Deployment Captain** – Manage the deployment of several volunteer assignments/groups on race day which also includes training volunteer on specific duties.

**Race Day Check-In Captain** – Coordinate volunteer check-in on race day.

**Race Day Registration Captain** – Coordinate all race day volunteer registrations.

**Race Route Captain** – Assist in race route logistics which includes setting course marshal/IAMKOMEN leader/water station positions, start line/finish line management, etc. Helping overall deployment of course volunteers.

**Tent Operations Captain** – Coordinate all race day volunteer tent logistics and coordination.

*\*Busiest Time for above 5 Captains = May*

**Recruitment Captain** – Assist in recruiting volunteers for pre-race and race day activities which includes web postings, attending volunteer fairs and corporate/organization presentations, etc.

*Busiest Time = February-May*

## Registration Committee

#1 in Customer Service goes to this committee who manage all areas of race registration. (\* = Background Check Required)

**Registration Greeter Captain** – Oversee volunteers that are welcoming day-of registrants and assisting them with completing their forms.

**Registration Worker Captain** – Oversee volunteers that are processing day-of registrant forms.

**Registration Cashier Captain \*** – Oversee volunteers that are processing day-of registrant payments.

**Packet Pick-Up Captain** - Assist in managing packet pick-up event(s) the week prior to the race and Pre-Registration tent on race day. Also assist with race registration events prior to race.

*\*Busiest Time for above 4 Captains = May*

**Pledge Captain \*** – Coordinate and oversee the pledge tent and all submitted donations on race day.

**T-Shirt Captain** – Coordinate and oversee race day t-shirt pick-up tent.

*\*Busiest Time for above 2 Captains = May-week prior to race and race-day*

**Sleep in for the Cure Captain** – Develop and implement a plan to increase Sleep in for the Cure registrants.

*Busiest Time = February-May*



### Questions or More Information – Contact:

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