

Latino Network Roles and Responsibilities

Adhoc Committees

Position: Cesar Chavez Chair

Purpose: Work with committee to plan and organize annual breakfast honoring the legacy of Cesar E. Chavez.

Key Responsibilities:

1. Establish timeline of planning of event to include:
 - a. Securing location- deposit to hotel
 - b. Securing keynote speaker confirmation letter listing and outreach to sponsors, follow up, creating save the date and event flyers and logos, collecting of ads
 - c. Securing program development- graphic artist, deadline needed, ad template
 - d. Set up EventBrite link
 - e. Outline of committee duties
 - f. Seating duties
 - g. Decorations assignment
 - h. Clean up committee
 - i. Thank you letters
 - j. Hotel reservations
 - k. Gift, stipend considerations
 - l. Partnerships with school's considerations and planning
 - m. Set up volunteer opportunities to maintain memorial
2. Attend all board and general meetings, and retreats.
3. Participate in Latino Network committees as needed.
4. Other duties as assigned by the Latino Network board related to the overall purpose and good of the organization.

Appointed by: President

Term length: 1-year term

Time commitment: Monthly Board Meeting, Bi-monthly general meetings, LaNet and community events.

Hourly Commitment:

Reports to: President