

# **Latino Network Roles and Responsibilities**

## **Adhoc Committees**

**Position:** Nuestra Navidad Chair

**Purpose:** To annually provide a breakfast in December celebrating community and raising funds for the Latino Network youth leadership programs.

### **Key Responsibilities:**

1. Secure location- pay deposits
2. Establish committee members and set meeting times
3. Contract with graphic artist for flyers, program poster, establish deadlines
4. Set up EventBrite account
5. Organize sponsor and ad list, follow up with invoices, and request logos for programs
6. Timeline for all planning activities
7. Decide on presenter, communicate with them
8. Determine decorations- tablecloths, Centro de Ninos placemats
9. Purchase and solicitation of auction items, donations
10. Confirm auctioneer for auction.
11. Coordinate with Centro- Children's Program
12. Program agenda- contact participants
13. Set up/Clean up Committee
14. Registration Duties, database
15. Attend all board and general meetings, and retreats.
16. Participate in Latino Network committees as needed.
17. Other duties as assigned by the Latino Network board related to the overall purpose and good of the organization.
18. Thank you notes to committee members

**Appointed by:** President

**Term length:** 1-year term

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

**Hourly Commitment:** 200 total hours

**Reports to:** President