



2021-22 GCSML Volunteer Opportunities

Leadership Team: Reports to president/vice president at monthly leadership meeting (if not more frequently). Should attend as many league events as possible.

Committee Positions: Report to specific leadership team (except those specifically listed below), and help divide tasks. Committee positions are welcome to join monthly leadership team meetings but are not required to. Should attend as many events in their committee as possible.

Secretary (Leadership Team): Attends all leadership meetings and takes notes. Notes should be emailed to everyone on the leadership team within 48 hours of meeting. Fills in **any** holes in committees as needed.

Treasurer (Leadership Team): Maintain the books in Quickbooks, issue checks and payments as needed. Should be maintaining bank accounts weekly and sending President reconciled books and P&L statements monthly. Should attend board meetings and assist the president in setting budgets.

Sponsor Relations (Leadership Team): Helps recruit league sponsors-- yearly sponsors, trunk-or-treat-sponsors, and children's-activities-expo sponsors (most recruiting is done via email and facebook messenger, though phone calls and networking events are beneficial as well). Keeps a shared calendar/schedule of sponsor events, advertisements, etc and informs social media and website chair of dates. Keeps in touch, usually via email, with sponsors. Answers all sponsor-related emails and questions.

Charity and Community Events Team (Leadership Team): Should recruit charity ideas from the league and have a league-wide vote on which charity we will focus on for 2021-2022. The team will decide what events we put on (whether or not we have a Gala or multiple smaller events). The team will find community events for the league to participate in. Will have a committee to delegate tasks to. Monthly discussions/meetings with the committee is highly recommended. Adds ALL events to the calendar and website a minimum of 60 days in advance, but a plan should be made over the summer for 6-12 months and shared with the president/vice president. **Charity and Community Events Team (Committee):** help assist the Charity and Community Events Chair.

Playgroup Chair (Leadership Team): Places women and children in playgroups based on age and availability. Keeps in contact with people who don't fit into a group to try and create new groups. Has monthly discussions with playgroup leads to brainstorm play date ideas and keep playgroups going.

Children's Events Chair (Leadership Team): Organize monthly children's events including league wide play dates and holiday parties. Each month should have 1 league-wide playdate/party. There will be a budget given for December/holiday and February/Valentines and June/End of Year. Every other month will not have a budget. Monthly discussions/meetings with the committee is highly recommended. Adds ALL events to the calendar and website a minimum of 60 days in advance. **Children's Events (Committee):** help assist the Children's Event Chair.

Marketing Team (Leadership Team): Handles the website content, email marketing, graphics, blog and newsletter for the league. Works closely with the sponsor relations chair and the social media chair to ensure all sponsor advertisements are up to date. Creates marketing calendar with social media chair. Assists with website log in information. **Marketing (Committee):** help assist the Marketing Chair

Adult Events (Leadership Team): Organizes a team that consists of the following committees that each schedules one event per month. Except for unusual circumstances, there should only be 1 night event per week. Week days should vary throughout the year (for example, every event shouldn't be on a Thursday night). Monthly discussions/meetings with the committee is highly recommended. Adds ALL events to the calendar and website a minimum of 60 days in advance.

Adult Event Committees:

- **Moms-Night-Out Committee:** organizes monthly moms night out, couples nights out, adult holiday party and end of year party. (both which will have a budget, the rest of the months will not have a budget).
- **Book Club Committee:** organizes monthly book club meetings (with a focus on book engagement this year)
- **Game Night Committee:** organizes monthly game nights (with a focus on games this year).
- **Fit Club Committee:** organizes fit club events (which can be during the day or at night).

Membership Chair (Leadership Team): Maintains membership spreadsheet, and sends volunteer/hosting potentials to president/vice president. Sends welcome emails and follow up messages, as needed. Oversees birth announcements and birthday cards. Responsible for planning New Member Mingle every other month. Should host open house events as needed, and work with other committees to welcome new members and invite potential members. Will have a committee to delegate tasks to. Monthly discussions/meetings with the committee is highly recommended. All events must be on the calendar and website a minimum of 60 days in advance. Adds all events to the website.

Membership Committees:

- **Birthday Card Committee**
- **Birth Announcement Committee**
- **Membership Committee:** helps assist Membership Chair and plan New Member Mingle

Social Media Chair (Leadership Team): Posts on Facebook and Instagram 2-3 times per week on the public (GCS Moms League) page. Works closely with every single leadership team position, including the marketing team, sponsor relations team, and all event teams. Posts should include sponsor advertisements, event promotions, pictures from events, and relevant graphics. Promotes any open house/recruitment events, and other open-to-public events (such as Children's Activities Expo) on neighborhood facebook groups (such as Colleyville Moms, Southlake Moms, Parents of Grapevine, etc). Will have a committee to delegate tasks to. Schedules posts in advance to avoid overposting by multiple committees. Creates marketing calendar with marketing team.

Trunk-or-Treat Committee: Recruits companies to set up tables/booths/trunks for trunk or treat (list of potential companies/past companies will be provided, though new companies are always needed). Secures location for the event, and the date. Works with social media chair to advertise event to both potential sponsors and league members. Works with marketing chair for graphics. Attends event and answers vendor questions. Committee will report to President/Vice President.

Children's Activities Expo Committee: Recruits companies to set up tables/booths/advertisements for Children's Activities Expo (list of potential companies/past companies will be provided, though new companies are always needed). Secures location for the event, and the date. Works with social media chair to advertise event to both potential sponsors and league members. Attends event and answers vendor questions. Committee will report to President/Vice President.

Breakfast Social Committee: Plans events every other month (September, November, January, March, and May) on Friday mornings. Event should have a speaker, or some form of entertainment for attendees, and some sort of food. Tables/venue should be decorated. Committee will need to work with College Sitters and Nannies to coordinate childcare. Will be provided a budget. Committee will report to President/Vice President. Adds all events to website.