Position Descriptions
Responsibilities listed below in all position descriptions are not all-inclusive lists and may be subject to change slightly pending the discretion of the event director or advisor as needs and circumstances allow.

Co-Student Directors (Spencer German & Steph Fair)
- Oversee all Managers and Chairs
- Responsible for planning/oversight of official Relay kick-off event and Power of Purple day
- Handle all technological aspects such as e-mail, website, and phone number with Event Advisor
- Acts as Leadership Team’s official liaison to University
- Assemble and lead meetings of the Leadership Team, Administration & Team Captains
- Act as liaison to American Cancer Society Staff Partner

Co-Recruitment Managers
- Responsible for oversight of Survivorship Chair and Publicity & Decorations Chair, as well as Graduate Student Chair
- Assemble and lead subcommittee meetings
- Use a hands-on approach to contact student organizations, residence halls, athletic teams, faculty, staff, administrators, and others on-campus to recruit teams and encourage participation
- Coordinate all off-campus recruitment efforts, including contact with alumni, parents/families, local schools/places of worship, area colleges, and the University Heights community
- Coordinate pre-registration and on-site registration
- Manage all mass communication through email
- Aid with online participant/team registration

Survivorship Chair
- Work with the ACS Staff Partner to attain records from database to invite area survivors
- Recruit survivors through hospitals & clinics, students & families, alumni, etc.
- Purchase or seek donations for gifts to give to survivors during Survivor Celebration
- Coordinate on-site registration for survivors
- Plan the Survivor Celebration & meal immediately following the Relay’s opening ceremonies and survivor lap
- Coordinate with Food & Beverage Chair while planning Celebration & meal
- Establish year-round contact with survivors via e-mail, holiday cards, events, etc.

Publicity & Social Media
- Coordinate on-campus publicity by creating and distributing banners, fliers, brochures, napkin holders, mailbox stuffers, etc.
- Coordinate off-campus publicity by creating and distributing fliers for local businesses, schools, places of worship, and public spaces for patrons to see
- Responsible for all public relations aspects of the event (press releases, news articles, letters to the editor, etc.), including as liaison to Cleveland-area media, The Carroll News, WJCU, JCTV, and University Marketing & Communications
- Maintain social media connections through a blog, twitter, and facebook to publicize Relay
LEADERSHIP TEAM JOB DESCRIPTIONS

- Make sure that all sites are continuously updated to make the campus more involved in the day-to-day progress of Relay throughout the year as well as publicizing for fundraisers and recruitment
- Potential work with filming and editing of promotional videos

**Fundraising Manager**
- Responsible for oversight of Sponsorships & Auction Chair and Finance & Luminaria Chair, as well as Online Services Chair
- Assemble and lead subcommittee meetings
- Responsible for the planning and execution of several leadership team-sponsored fundraisers and/or fundraising events
- Assist in the collection, counting, and processing of all on-site fundraising money during Relay in undisclosed location with Finance & Luminaria Chair
- Assist with Online Services date entry and management
- Maintain up-to-date online records of team and individual monetary totals

**Silent Auction & Luminaria Chair**
- Coordinate all sponsorship agreements and actively seek sponsors for both monetary and in-kind service/good donations
- Maintain database of all luminaries purchased, by whom and to whom credit should be issued
- Coordinate luminaria sales on the day of Relay
- Create a slideshow of all names to be played during the Relay’s Luminaria Ceremony

**Finance & Sponsorship Chair**
- Maintain database of all participants with their fundraising totals
- Track all revenues generated through sponsorships, team registrations, fundraisers, etc.
- Track all expenses, as well as estimated value of in-kind donations/services
- Collect, count, and process all on-site fundraising money during Relay in undisclosed location with assistance from Fundraising Manager
- Seek donations for the Chinese auction and assemble prize baskets
- Coordinate auction on the day of Relay

**Production Manager**
- Responsible for oversight of Food & Beverage Chair and Volunteer Chair
- Assemble and lead subcommittee meetings
- Responsible for lights, stage, audio, security, parking, directions, signage, sanitation, communication, transportation, wheelchairs, etc.
- Leadership Team liaison to Risk Management, Campus Safety Services, Facilities, Maintenance, and Grounds, as well as external entities, such as the City of University Heights
- Coordinate with JCUEMS to make sure there is coverage for duration of event
- Coordinate layout, including electrical power needs, with facilities for all plan possibilities
- Ensure that there is a photographer and videographer at the Relay to document events
- Responsible for developing timeline of deliveries and other production elements
Food & Beverage Chair
- Responsible for bringing in local vendors for main food & beverage times
- Responsible for coordinating with teams who would like to use food & beverage as on-site fundraisers so that teams have different foods and follow all health code protocol
- Responsible for working with County Health Department for permits
- Responsible for working with Aramark/JCU Dining for donations and for Survivor Dinner
- Coordinate with Survivorship Chair for Survivorship Celebration & Dinner

Volunteer Chair
- Hold open meetings for individuals interested in volunteering
- Maintain database of all volunteers, their contact information, and their schedules
- Recruit and coordinate volunteers for assistance with events leading up to Relay such as Power of Pink Day, Power of Purple Day, etc.
- Discover volunteer needs for all production elements, and then recruit and coordinate volunteers for load-in, set-up, take-down, and all other elements of Relay as dictated by fellow Leadership Team members
- Coordinate volunteer registration area on the day of Relay

Greek Life Liaison
- Must be a current member of SUPB
- Maintain contact between SUPB and the Relay For Life Committee
- Recruit teams and volunteers from SUPB
- Work on making Relay for Life a presence at SUPB events throughout the year

SUPB Liaison
- Must be a current member of a Greek Life community
- Maintain contact with Greek life and attempt to advertise through their alumni mailings
- Recruit teams and volunteers from Greek Life
- Work on making Relay for Life a presence at Greek Life events throughout the year

Entertainment Manager
- Responsible for oversight of Activities & Education Chair and Ceremonies Chair
- Assemble and lead subcommittee meetings
- Work with ACS Staff Partner to secure a DJ who will either donate his/her services or give a significant discounted rate
- Book all talent and coordinate hospitality or other needs of the artists
- Responsible for creating timeline of everything dealing with talent, activities, and ceremonies, including load-in, set-up, take-down, etc.
- Work with Production Manager to see that all stage, lighting, and sound needs are met for both original and contingency plans for performers and activities
- Attract several celebrities and coordinate guest appearances
Activities & Education Chair
- Develop a plan to include education, health promotions, advocacy, and mission into the actual Relay (signs along sidewalks on posts, activities, etc.) as well as throughout the year
- Develop facts about cancer and Relay For Life that can be used as tidbits and trivia in publicity and recruitment
- Develop activities sponsored by the leadership team to incorporate into the Relay events schedule
- Coordinate with Food & Beverage Chair for all on-site fundraisers to ensure that there is a suitable mix of activities and food, and schedule appropriately and accordingly on official events and activities listing
- Responsible for deciding hourly themed laps and any prizes associated with them
- Coordinate Relay awards and pre-print certificates for presentation at closing ceremony

Ceremonies Chair
- Coordinate all aspects of opening, luminaria, and closing ceremonies, including timing, music, scripts, speakers, volunteer personnel, technology, etc.
- Work with Sponsorships and Luminaria chair to coordinate purchasing

Office of Student Activities Advisor
- Advise the Relay For Life Event Director and full leadership team
- Attend leadership team and manager meetings as often as possible
- Attend state collegiate summit and winter training with members from leadership team
- Serve as liaison with American Cancer Society Staff Partner
- Assist with coordination of event

American Cancer Society Staff Partner
- Make sure that the ACS mission remains the focus of the leadership team
- Work with Entertainment Manager to seek quotes and contract with a DJ
- Order letterhead/envelopes/office supplies/giveaways/event supplies as needed and requested
- Notify leadership team of fundraisers and other opportunities
- Attend leadership team meetings

C0-Spirit & Decoration Chairs (2 members)
- Get students excited about Relay
- Involved with Publicity to pass out and post fliers
- Order helium tank
- Support activities and education with day-of activities
- Pick up Rec activities from the Rec Desk (Corn hole, nets, volleyballs, etc.)
- Work with event theme to develop fun and creative decoration plan for Kick-Off, Power of Purple, and the actual Relay event
- Coordinate volunteers to assist in making/assembling decorations
Community/Faculty Outreach Chair

- Publicize about Relay to the community surrounding John Carroll
- Maintain positive community relations
- Work with finance chair and luminaria chairs to get the word out to the community
- Plan remembrance area
- Publicize about Relay to the Faculty and Staff of John Carroll
- Maintain positive faculty relations