

## 2018 HOMECOMING COMMITTEE POSITION DESCRIPTIONS

The Homecoming Committee member positions are volunteer positions that are an extension of the Center for Student Involvement. These positions require anywhere from one to six hours per week and up to twenty-five (25) hours during Homecoming Week. It is expected that committee members will work on their own projects outside of meetings each week. The Homecoming Committee Advisor has the power to replace committee members if he/she feels that the member(s) are not fulfilling their role and job responsibilities as a committee member.

The CSI *views each committee member as a critical part of our team* and expects each member to represent themselves, the CSI, the committee and Homecoming in a positive and professional manner. We anticipate that each student will provide campus and the community with thorough information about Homecoming activities while upholding University standards. During your experience, we will work with you in order to build critical skills and help you develop professionally.

### **GENERAL COMMITTEE:**

#### **Personal Expectations**

- Maintain an open communication with the committee, the coordinator, campus and the community
- Be accountable to one another and to the responsibilities of your position
- Be professional, ethical and courteous
- Create and maintain support as a team
- Maintain a healthy and balanced lifestyle
- Have fun as a committee and learn something new as an individual or a team
- Display a personal commitment to individual and team success
- **Ask questions when information is unclear**

#### **Professional Responsibilities**

- Attend and report to all meetings and events as scheduled
- Select an appropriate Homecoming theme
- Stay informed and aware of all decisions made – please read meeting minutes and pertinent emails
- Respond to all emails and questions in a reasonable amount of time (24-48 hours)
- Assist in apparel tracking and filling organizational/departmental orders
- Assist in apparel and ticket sales leading up to and throughout Homecoming
- Aide in the set up and tear down of all Homecoming activities
- Maintain all electronic copies of documents and evaluations to transition to future members
- Aide in any other tasks assigned by the Homecoming Directors, Coordinator and Advisor
- Assist with the evaluation process and wrap-up of Homecoming
- Participate in committee decision-making, problem-solving and conflict resolution on issues related to specific events and the overall planning process

## **HOMEcomings DIRECTORS:**

- Provide support, leadership, inspiration, motivation, and direction to the committee
- Determine final schedule/names of events for Homecoming during spring semester, after open discussion among all committee members
- Assist in creating the Campus wide master calendar for Homecoming (work with other offices)
- Compile and distribute all event details to the committee members in a timely manner
- Serve as the primary HC Committee representative to campus and the community
- Responsible for facilitating positive relationships between the Homecoming Committee and Organizations
- Work with Coordinator to respond (or distribute) all Homecoming emails in a professional, efficient manner
- Address concerns that may arise among committee members
- Finalize the organization's team structure with the support of the committee, coordinator, and advisor(s)
- Maintain and Coordinate budgetary expenses and revenue with Advisor (budget maintenance and all expenditures)
- Meets weekly with the advisor and Coordinator for progress updates and to discuss issues, concerns or praises
- Check the website regularly to ensure all materials are current and accurate
- Compile "Survival Guide" and work schedules and distribute 2+ weeks prior to Homecoming Week
- Coordinate general cleanup efforts after Homecoming week
- Responsible for insuring that the Homecoming Committee operates within the guidelines established by the CSI and within regulations defined by the Student Code of Conduct
- Serve as the Risk Managers for the Homecoming Committee and HC Participants during the planning and implementation of Homecoming
- Serve as a mediator(s) when conflicts arise in the participation, activities, points, and awards
- Maintain an open line of communication with the HC Coordinator
- Manage committee deadlines – make a calendar for committee/ chair responsibilities

### **Internal Responsibilities**

- Serve as the main correspondent for communication to internal (committee) questions
- Serve as the main resource for the general welfare of the committee and mediator for any internal conflict that arises
- Coordinate one-on-ones with all HC committee members once a semester with chairs or as needed
- Assist the Coordinator in maintaining both electronic and hard copies of all reservations of venues, equipment, etc.
- Finalize agendas for General Committee meetings
- Serve as the "middle-man" between the Coordinator and chairs when addressing reservations of any kind
- Assist coordinator with reservations for all activities that will take place in regards to Homecoming
- Assist Coordinator in reserving the equipment and all necessary items through the necessary departments for all HC activities
- Assist the coordinator to organize and maintain proper finance paperwork with the committee
- Contribute to building a dynamic team with a positive morale

### **External Responsibilities**

- Serve as the main correspondent for communication in regards to external (committee) questions
- Serve as the primary contact person and communications liaison for student organization chairs
- Recruit competing, participating and collaborating organizations during spring semester
- Relay accurate /current Homecoming information to organizations & other participants via meetings, emails, ect.
- Coordinate the selection and process of organizing the HC competing organization teams
- Provide a daily points update during Homecoming Week Meetings where all committee members review points
- Coordinate the points process for the Homecoming competition/events as determined by the Committee
- Coordinate points for all participating organizations on teams. Effectively communicate all points criteria & information via emails, meetings & website to all participating organizations

### **HOMECOMING PUBLIC RELATIONS COORDINATORS:**

- Work closely with the committee to coordinate Homecoming publicity of all events via social media, newspaper ads, radio stations, television, chalking, hand bills, websites, press releases, buttons, etc.
- Oversee incorporation of the Homecoming theme into publicity and the website
- Work with Truman media outlets and implement a link on TruView and the master Calendar
- Coordinate all on-line forms, packets and information for campus, organizations and departments
- Coordinate community outreach and gathering of donations and/or prizes to be used during Homecoming
- Videotape / photograph events and coronation; duplicate and distribute copies as determined by committee
- Serve as the Homecoming historian – compile documentation and photos
- Responsible for advertising via promotional items and distributing all promotional items across campus
- Coordinate the creation and distribution of all event programs and tickets
- Responsible for “Thank You” letters to all sponsors, community donators and collaborators of Homecoming
- Work closely with and maintain positive relationships with all Homecoming Committee members, Advisors, the Public Relations Office, Publications, MAC, ResLife, International office, ITS, Media Services , Printing Services and departments
- Coordinate all social media efforts
- Video – promo videos and wrap up video
- One chair will page social media and the other will remain the ‘go-to’ for the website

### **INDIVIDUAL INVOLVEMENT COORDINATOR**

- Develop and coordinate the week long scavenger hunt for individuals/teams
- Make and coordinate the distribution of all items and the clue for the scavenger hunt up on the website or social media
- represent general Truman student interests (non-traditional students that can participate)
- Promote involvement in Homecoming at all levels
- Advocate for programing for ALL students

### **STORE MANAGER:**

- Work closely with the Committee to coordinate Homecoming publicity of apparel
- Coordinate with CSI Outreach for themed design
- Coordinate Homecoming committee members to sell merchandise, including any sales of excess merchandise
- Assist Coordinator in the coordination of the design, order specifications, tracking, sales and distribution of Homecoming apparel before, during and after Homecoming Week
- Coordinate all apparel sales and maintain accurate records of all preorder sales, general sales, & inventory (with advisor and coordinator) with online store system
- Responsible for advertising apparel sales, distributing and collecting apparel preorder info and packets throughout campus
- Inventory and organize apparel upon delivery – coordinate assistance from committee
- Coordinate apparel distribution and the tutorial/instructions to all committee members prior to sale

### **HOMECOMING EVENT COORDINATORS**

- Coordinate the planning, implementation and evaluation of events
- Coordinate event set up, event itself and event tear down
- Coordinate return of all rented / borrowed items immediately following each event
- Maintain and record all budgetary expenses for events – budgets will be given to each event group by directors
- Provide all details, rules and information for the organization liaison packet
- Maintain good communication of event information to all committee members in a timely fashion
- Work with PR Coordinators to promote/advertise events
- Create sufficient informational material, support resources, guidelines and forms, and event rules for the organizations and individuals participating and competing in the Homecoming events in order to ensure successful, safe and well-attended events
- Develop a timeline of the event and a list of needs
- Coordinate all needs of event set up with Advisor, Coordinator and physical plant

- Coordinate event set up, event itself and event tear down
- Maintain good communication of event information to all committee members, organizations, collaborators, and athletic teams in a timely fashion
- provide a risk management plan for each activity sponsored by the committee

**PHILANTHROPY AND EVENT COORDINATORS:**

- Coordinate all philanthropic efforts
- Meet and coordinate with the leaders of the philanthropy organization chosen by the committee
- Schedule and coordinate the introduction of philanthropy during Homecoming week
- Develop and maintain a system to track and safeguard all incoming philanthropy monies – work with advisor, coordinator & chairs
- Coordinate the planning, implementation and evaluation of philanthropy event(s)

**AWARDS & CEREMONIES (PEP RALLY, COURT & AWARDS):**

- Develop a timeline of the event and a list of needs
- Work with coordinator on location and committee responsibilities for the events
- Coordinate event set up, event itself and event tear down
- Work with the CSI on the Pep Rally and any / all collaborators who the committee chooses to work with
- Maintain good communication of event information to all committee members, organizations, collaborators, and athletic teams in a timely fashion
- Coordinate the student and faculty royalty selection/election process (incl. application process documents)
- Work with PR Committee to promote/advertise court --Coordinate the guidelines, handbook and forms for Homecoming Court
- Coordinate student court selection committee and Coronation judges and pertinent documents
- Assist Coordinator with online nomination/election process
- Coordinate selection and purchase of sashes and crown/tiara/flowers and Organize gifts for court as budget allows
- Maintain good communication of event information to all committee members and organizations
- Coordinate the ordering and distribution of all trophies, certificates and other awards

**CAMPUS STAKEHOLDERS – RESLIFE, MULTICULTURAL AFFAIRS CENTER (MAC), ADVANCEMENT/ALUMNI/PR**

- Attend weekly committee meetings
- Provide input during the brainstorming and planning process
- Provide an outside perspective on Homecoming to aid the inclusion of the entire campus community
- Assist during Homecoming week as necessary
- May provide services to committee as a judge, emcee, etc.