

Job Descriptions—Committee Chairs

(Note—Comm. Chair involves a significant time commitment)

Fundraising Committee

Task:

1. Raise funds to pay for the meals (\$.25 per meal)
2. Raise funds to pay for T-shirts for volunteers, if desired by committee

Timeline:

Checks in hand or FIRM pledges for all funds at least 60 days in advance (preferably 90), in order to determine event size and schedule volunteers

Volunteer Committee

Tasks:

1. Recruit volunteers to fill packing lines for all shifts scheduled
2. Recruit volunteers for set-up, clean-up and registration
3. Involves juggling various groups who wish to join the effort, in addition to individuals

Timeline:

Scheduling doesn't start until funds are solidified and the event size is determined.

Food Distribution Committee

Tasks:

1. Work with overseas organizations that can properly transport and deliver the meals

On meal packing days, coordinate with the pantries regarding pickup, to assure that each pantry gets their allotted meals