



RACE TEAMS CHAIR JOB DESCRIPTION

Title: Komen Northeast Ohio Race for the Cure® Teams Chair
Reports To: Race Leadership Chair(s)
Selected By: Race Leadership Chair(s)
Term: One Year

Attendance: Race Leadership Committee meetings (monthly), Team Committee meetings (scheduled as needed), and Affiliate meetings (scheduled as needed); most meetings take place in the evening

Responsibilities:

Teams account for the majority of the Northeast Ohio Race for the Cure fundraising revenue. The Teams Chair(s) is responsible for assisting in the recruitment, management, and retention of Race teams. This includes but is not limited to:

- Work with Race Leadership Committee, Race Chairs, and Komen staff to develop Team Captain's Handbook, Team and Individual Registration Form, and other fundraising materials.
- Help maintain team tracking document with necessary personal touches; assign teams to Team Committee members and ensure all team captain communications have been delivered.
- Train and have full knowledge of online registration & online fundraising processes.
- Communicate with teams with less than 10 members and provide instruction and coaching to increase team members.
- Work with Race Chair(s), Komen staff, and Race Leadership Committee to develop communication plan for team coaching and outreach.
- Initiate welcome calls to all new Team Captains and conduct follow up calls to previous year's Team Captains.
- Oversee and coordinate the Team Tailgate area on Race day.
- Work in coordination with Registration Chairs to train volunteers on team registration procedures.
- Assist Leadership Committee Chair(s) and other Race Committee Chairs as needed.
- Compile a notebook of suggestions, contacts, timelines, etc., to be handed over to future committee chairs.

Time Commitment (estimate per week/ month): 10 hours/month, 2.5 hours/week