Leadership Committee Roles and Responsibilities

Red Shoes Society Chapter President Roles & Responsibilities
- Maintain and provide My New Red Shoes with a chapter member roster including names, addresses, email addresses and phone numbers of members
- Ensure chapter activities comply with My New Red Shoes mission, vision, values and guidelines (see My New Red Shoes Guidelines & Grants of Authority and My New Red Shoes Values)
- Ensure the chapter meets the minimum chapter guidelines as indicated in these guiding documents
- Plan and facilitate chapter’s annual meeting, recruiting other chapter leaders and members to assist, and establishing a date for the meeting with My New Red Shoes’ staff
- Provide My New Red Shoes an annual calendar of projected or planned member-hosted events, shoe drives, etc.

Red Shoes Society Membership Recruitment Chair Roles & Responsibilities
- Serve as the primary recruiter of new chapter members
- Serve as primary point person on members’ questions and concerns, communicating with My New Red Shoes’ staff as needed
- Ensure members’ attendance at an annual orientation and an annual volunteer event
- Provide sign-in/registration sheets and registration kit return information to My New Red Shoes (check, credit card forms, etc.) following member-hosted events

Red Shoes Society Membership Fulfillment Chair Roles & Responsibilities
- Serve as the primary liaison between My New Red Shoes staff and chapter members
- Ensure members fulfill their annual requirements and follow-up on annual gifts and volunteer service, as-needed.

Red Shoes Society Communications Chair Roles & Responsibilities
- Ensure that all external branded event communications are reviewed and approved by My New Red Shoes prior to distribution
- Provide My New Red Shoes staff with chapter information for quarterly e-newsletter per annually published deadlines
- Provide My New Red Shoes relevant information for member-hosted events, including photos, to ensure event follow-up is communicated to the Red Shoes Society at-large
- Assist My New Red Shoes in updating annual communications and guidelines about the Red Shoes Society
Red Shoes Society Signature Event Chair/Co-Chair Roles & Responsibilities

- Provide event proposal, including proposed budget, to My New Red Shoes
- Recruit event steering, host and honorary committees as appropriate/desired
- Ensure committee members who are not already Red Shoes Society members attend an annual orientation and an annual volunteer event
- Provide My New Red Shoes with a committee roster of names, addresses, email addresses and phone numbers
- Maintain communication with Steering Committee members throughout the planning of the event, including communication about their individual roles and responsibilities, meeting agendas, event progress and other relevant event information
- Maintain records of and communication with any other participant groups (e.g., Fashion Show model families, outside performers, etc.) about their roles and responsibilities regarding the event. If there is a donation component to their involvement, work with My New Red Shoes staff on establishing any criteria on donations and ensure staff has the most current information about individuals in these groups
- Plan and facilitate committee meetings, including creating agendas and compiling all meeting materials
- Coordinate with event committee to obtain event sponsorships/underwriters using materials provided by My New Red Shoes. Ensure committee provides sponsorship prospects to My New Red Shoes staff to ensure effective cross-communication with prospective sponsors
- Obtain silent auction items for the event as desired
- Ensure all committee members and silent auction donors understand submission process for silent auction donations in order to receive recognition through My New Red Shoes.
- If silent auction donation information has not been obtained electronically by My New Red Shoes, follow-up with donors to ensure donation information is submitted. Please see My New Red Shoes’ *Gift Acceptance Policy* for additional information on how silent auction and other gifts are recognized.
- Promote ticket sales for the event
- Secure the design and printing of relevant materials, including save-the-date, invitation, signage and other materials and coordinate appropriate branding and style with My New Red Shoes staff
- Provide all relevant production information and review for accuracy all event collateral, including the save-the-date, invitation and event program according to deadlines established within *Production Guidelines*
- Plan and manage all event décor, menus and other day/evening-of considerations according to the event budget
- Assign committee members to sub-committees and/or provide specific roles to committee members for the duration of event planning as well as day/evening-of
- Attend a production meeting with My New Red Shoes’ staff six weeks prior to the event to confirm *Production Guidelines* content and My New Red Shoes Board/staff role for day/evening-of event.