

From: Sally Rice

Sent: Monday, August 3, 2020 12:59 PM

To: Carol McCausland

Subject: Fwd: Chairperson Description of Responsibilities- DIBI Event

Hi Carol,

Here is the description of the DIBI Chairpersons responsibilities, as you requested. Maggie may have things to add, but I think this covers the basics. Let me know if you have any questions 😊

Sally R

All of the duties involve reaching out to other SICV members to assist:

- Meet with the various High School/District Leadership people to get good potential dates and ways to promote the event at each school.
- Fill out all paperwork required by School Districts.
- Research and secure event location and complete all required paperwork (insurance etc.)
- Prepare marketing materials and begin marketing at appropriate time.
 - Go to school sites several times to promote the event during lunchtime and at any school assemblies.
- Reach out to local service clubs, such as Rotary, Kiwanis to promote and support the event; attend student club meetings as invited.
- Work with DIBI team members to
 - Review/select event curriculum and activities
 - Purchase required supplies
 - Contract with lunch provider

So, Maggie, perhaps you could add to this list.

My thoughts,

Sally R