

Monroe County United Ministries, Inc.
Qualifications and Responsibilities of Luncheon Committee Members

MCUM Mission Statement: United Ministries, a nurturing organization, serves working families and those in distress with emergency needs and subsidized childcare. We provide high quality education and a safe place for children, assistance with basic needs of the poor, and community service opportunities.

Luncheon Committee Goal: Organize an annual event, the success of which is measured by the amount of money raised, how well attendees are educated about the programs, how many new people are introduced to the organization and if the event is enjoyed.

A. Qualifications

A member of the Luncheon Committee should:

1. Be comfortable working as part of a team.
2. Contribute to a positive, enjoyable working environment – this event should be fun for the attendees and the organizers!
3. Support MCUM's activities by contributing the following:
 - a) time for attending meetings and otherwise preparing for the luncheon;
 - b) talent or expertise in areas of value to the event; and
 - c) commitment to sell tickets and solicit auction items for MCUM's Spring Luncheon.

B. Specific Duties

A member of the Luncheon Committee is expected to:

1. Promote MCUM's event and mission in the community.
2. Attend
 - a. Monthly committee meetings, recognizing that absenteeism harms the committee's effectiveness;
 - b. Limited additional meetings/work sessions related to your specific responsibilities; and
 - c. The event itself, assisting with the tasks of the day.
3. Choose an area of interest to play a strong supporting role. Tasks might include auction item solicitation, logistics, event promotion, ticket sales, or auction displays.
4. Follow through on all assigned tasks agreed upon during committee meetings.
5. BOARD LIAISON: Attend committee meetings and board meetings, facilitating communication between the two groups.