

PRIZE COMMITTEE CHAIRPERSON RESPONSIBILITIES

December, 2016

The primary responsibilities of the Prize Committee Chairperson are to collect prizes from local vendors and distribute them at Snowbird Meetings and other Snowbird events, coordinate vendor participation in Snowbird Meetings and events, and coordinate activities in the Food Room at the annual BIG Registration.

The Prize Committee Chairperson recruits volunteers as required to assist in the performance of the Prize Committee duties, delegates volunteer assignments, and manages all related activities.

The Prize Committee Chairperson reports to the Snowbird President and prepares a year end report for the Board of Directors.

Collect and Distribute Prizes

- Maintain a list of local vendors with contact information.
- Distribute a prize solicitation letter to vendors and follow-up with personal visits
- Receive vendor donations and maintain a list of donations by vendor
- Distribute a letter or certificate of appreciation to participating vendors
- Provide a participating vendor list to the webmaster for publication in the Destin Snowbirds website
- Manage the physical prize inventory, prepare prizes for distribution to the members at Snowbird meetings and other events
- Distribute prizes at Snowbird meetings and events

Coordinate Vendor Participation at Meetings and Events

- Maintain appropriate communication with vendors who wish to participate in Snowbird meetings and events
- Coordinate vendor participation by meeting date, communicate vendor requirements and ensure tables are set up and assigned
- Be present at meetings and events to register and communicate with vendors and direct assignments
- Maintain a table for contributing sponsors' literature in the Community Center lobby

Coordinate Food Room activities at the BIG Registration

- Invite sponsoring restaurants to provide food samples for the membership in break-out rooms at the Community Center
- Communicate vendor requirements and ensure tables are set up and assigned
- Provide coffee supplies and make coffee for the membership
- Be present at the event to monitor traffic flow and ensure things run smoothly in the Food Room