



## SHOP HAMILTON COMMITTEE LIST AND GOALS

Committee Leaders will be responsible for the following:

1. Develop a timeline for the ideas, budget, ordering deadlines, member communications, committee volunteers, cohesive visual appearance and all other details that are pertinent for a seamless event.
2. Submit timeline to Chairperson for approval.
3. Submit ideas and budget to E-Board for approval.
4. Notify Chairperson when additional support is needed.

### **Booklet Committee, Marilyn Silverman, Chairperson**

- Responsible for the coordination of the Shop Hamilton Booklet
- Goal of printing 2x per year.
- Total of 4 volunteers

### **Impact Dinner Committee, Joyce Cantalice, Chairperson**

- Responsible for selecting date and location of the Impact Dinner once annually
- Development of invitations, power point, theme, guest list
- Coordinate payment, printed materials, table seating, etc.
- Total of 5 volunteers

### **Marketing Committee, Chris and Maureen Cline, Chairpersons**

- Responsible for creating ads and securing ad space
- Collecting and making up baskets for donation
- Coordinating our work with non-profits and selecting them annually
- Develop an annual budget
- Total of 4 volunteers

### **Membership Drive Committee, Cathy Campbell, Chairperson**

- Responsible for quarterly breakfasts to drive membership.
- Coordinate location, date, invite list, food, printed materials.
- Develop program, power point, speakers, membership package.
- Total of 5 volunteers

**Oktoberfest Committee, Brad Sabo, Chairperson**

- Work with township to select location in park.
- All communication to members to solicit participation, communicate ideas, games, theme, baskets, banners, etc.
- Setup and execution
- Total of 8 volunteers

**Parade Committee, Matt Roeloffs, Chairperson**

- Complete entries into parades and secure Shop Hamilton participation
- All communication to members to solicit participation, communicate ideas, necessary purchases, etc.
- Setup and execution to include decorations
- Secure additional volunteers to help in distributing giveaways
- Total of 6 volunteers for committee

**Press and Social Media Committee, Dave Bannister, Chairperson**

- Write and distribute press releases
- Organizer and keeper of all event photos
- Distribute photos to Web & Social Media Managers
- Total of 2 volunteers

**Ruff Pet Events, David Fine, Chairperson**

- Work with It's a Ruff Life to develop events
- Coordinate location, printed materials, and all other items needed for event
- Communicate event details to members
- Total of 4 volunteers