



**JUNIOR LEAGUE OF  
NORMAN**

*Women building better communities*

**PLACEMENT  
OPPORTUNITIES  
BROCHURE  
2017-2018**

The Placement Committee is happy to present the 2017-2018 placement brochure. Read it carefully; there are some placements which we have revised.

The goal of the Placement Committee is to coordinate each member's abilities and desires with the various volunteer services to which the Junior League of Norman is committed. This brochure has been prepared to aid each member in choosing a placement.

Focus on your own areas of interest, amount of available time, and degree of commitment. There are three committee categories: fundraising, projects, and in-League. New Members should select two fundraising and two project committees. Active Members should select one committee from each category, **except Advisory Planning because the positions are already filled for next year.**

Your placement advisor is happy to help you with your selections and she has the resources to answer any questions you might have.

As you make your selections, keep in mind the skills you would like to develop. While your main concern will be your placement for next year, give thought to the direction that you would like your League career to take in the future. We are interested in your individual growth as a member of the League and the community.

Every effort will be made to give you one of your three selections, however, keep in mind that placing all the active members with various degrees of availability and commitment can be a real challenge.

We know how valuable your time is and how many different sources are demanding it. Much effort has gone into making sure that the placements offered within this brochure are vital, quality placements where you are needed and appreciated!

Have Fun!

### **THE 2016-2017 PLACEMENT COMMITTEE**

Heidi Havenstrite- Chair  
Lacy Dvoracek  
Sarah Snodgrass  
Valerie White

# TABLE OF CONTENTS

<b>Placement Procedures</b> .....	2
<b>Changes in Membership Information</b> .....	3-4
<b>FUNDRAISERS</b>	
Charity Ball .....	5-6
Fund Development .....	7
Monster Dash.....	8
<b>PROJECTS</b>	
Baby Steps .....	9
Done In A Day.....	10
Food for Kids.....	11
<b>IN-LEAGUE PLACEMENTS</b>	
Education & Development .....	12
Advisory Planning .....	13
Marketing/Public Relations .....	14

The following Board Positions are filled by the Nominating Committee.

President  
President-Elect (every odd year)  
Community Vice President  
Administrative Vice President  
Finance Vice President  
Communication Vice President  
Membership Vice President  
Advisory Planning Chair  
Sustaining Advisor  
Member at Large  
Parliamentarian

## PLACEMENT PROCEDURES

1. **Member Commitment.** Each Active member shall justify her membership through some form of community project, fundraiser, or in-League service satisfactory in quality and amount to the Placement Committee.
2. **Interviews.** Each New Member and Active member shall be interviewed by the Placement Committee in the spring to determine placement assignments for the following fiscal year.
3. **Choices.** Each member shall have the right and obligation to choose from the available, approved placement opportunities.
4. **Placement Agreement.** Each member shall sign a placement agreement in the fall recognizing the following obligations:
  - a. To complete the task required and/or work a specified amount of time as agreed upon by the agency or committee chair;
  - b. To be prompt and reliable;
  - c. To notify the committee chair if unable to work as scheduled and secure a substitute, if necessary;
  - d. To attend orientation and training sessions as scheduled;
  - e. To make up any work missed; and
  - f. To notify her placement advisor immediately if placement problems occur.
6. **Active Membership Requirements.** Fulfill all membership requirements.
7. **Fulfillment.** Each Active member is expected to fulfill her placement requirements as stated in her placement agreement.
8. **Failure to Fulfill.** An Active member who does not fulfill her placement obligations may be subject to removal from membership by the Board of Directors.
9. **Maximum Time in One Placement.** Placement in one area shall not exceed five (5) consecutive years.
10. **Change of Placement.** A change of placement may be permitted upon application to the Placement Committee and with its consent.
11. **Exit Surveys.** Upon resignation, Active and New members will most likely be sent a questionnaire to ascertain if the resignation is due to any condition or situation existing in the League which should be addressed by the Board of Directors.

# CHANGES IN MEMBERSHIP INFORMATION

## LEAVE FROM MEMBERSHIP REQUIREMENTS

1. **Request for Leave.** Requests for various types of leave shall be made in writing to the League office manager who shall present the requests to the Board of Directors for approval at its next meeting. A member must be in good standing to request a leave. A member who is currently an officer, member of the Board of Directors or committee chair, shall resign her position if she is granted any type of leave. Any Active member returning from a period of absence from active service due to any combination of leaves, must complete one (1) fiscal year of active service before being eligible to be slated for an elected position.

2. **Types of Leave.** The following types of leave, with terms as stated, may be granted by the Board of Directors to members in good standing:

- a. **Leave of Absence.** A member requesting a leave of absence must have three (3) years of active service. A leave of absence may be granted to an individual only twice during her active League membership. A member granted a leave of absence retains all privileges of membership, with the exception of serving in any elected position, and is responsible for fulfilling ways and means obligations or quotas approved by the League and for completing an annual placement interview. She need not state a reason for requesting the leave of absence but must specify the length of time requested, not to extend past the fiscal year in which the leave is in effect.
- b. **Emergency Leave.** A member requesting an emergency leave for personal or medical reasons shall be responsible for all ways and means obligations and shall complete the annual placement interview. A request for an emergency leave shall state the reason for the leave and the length of time requested, not to extend past the fiscal year in which the leave is in effect. An emergency leave may be granted to an individual only twice during her active League membership.
- c. **Leave from General Meetings.** A member requesting a leave from general meetings must have three (3) years of active service. A member requesting a leave from general meetings for personal necessity is responsible for ways and means and placement obligations. A request for a leave from general meeting shall state the reason for the leave and the length of time requested, not to extend past the fiscal year in which the leave is in effect. A leave from general meetings may be granted to an individual only twice during her active League membership.
- d. **Emergency Leave from General Meetings.** A member requesting an emergency leave from general meetings for personal necessity is responsible for all financial, ways & means, and placement obligations. A request for an emergency leave from general meetings shall state the reason for the leave and the length of time requested, not to extend past the fiscal year in which the leave is in effect. An emergency leave from general meetings may be granted to an individual only twice during her active League membership.

3. **Notification of Placement Committee Chair.** The League office manager will notify the Placement Chair of a request for leave. The Placement Chair or advisor will contact the member requesting the leave to discuss the matter.

## **MEMBER IN GOOD STANDING**

1. **Active Member Requirements.** An Active member in good standing will fulfill the following requirements:
  - a. Complete all ways and means obligations.
  - b. Complete all requirements as stated in the membership requirements section.
  - c. Attend all meetings as required.
  - d. Remain current on financial obligations.
  - e. Complete League placement as stated in the member's placement agreement.
  - f. Complete any orientation and/or education requirements.
2. **Associate Member Requirements.** An Associate member in good standing shall be required to remain current on all financial obligations.
3. **Rights of Member in Good Standing.** Only an Active member in good standing will be extended the privileges of holding office, serving on the Board of Directors, serving as a committee chair, serving as a conference delegate, or being granted leaves of any kind. Only an Active or Associate member in good standing will be extended the privileges of voting, serving on an elected committee, or becoming a Sustaining member. Active, Associate, and Sustaining members will be extended the privileges of being reinstated after a resignation in good standing. It is a privilege of all members in good standing to transfer to another League.
4. **Failure to Fulfill Requirements.** When one or more of the requirements of Active membership has not been fulfilled, excluding payment of dues, the following procedures apply, and the member is subject to removal from membership by the Board of Directors.
  - a. A committee chair or advisor reports the member's failure to meet requirements to the Nominating or Placement Chair. The Nominating or Placement Chair and/or advisor shall work with the member to correct the problem.
  - b. If the problem is not resolved within one (1) month, the member is asked to meet with the Nominating or Placement Committee, with the Board of Directors being notified of this meeting.
  - c. The Nominating or Placement Committee reports and makes recommendations to the Board of Directors, which takes action in accordance to the Bylaws.

# **FUNDRAISERS**

Charity Ball

Fund Development

Monster Dash

# CHARITY BALL

**PURPOSE:** Raise money to help fund the League's projects; represent the League to the community.

**POSITIONS AVAILABLE:** **Approximately 10 Members** who will also work with the New Members on this fundraiser.

**INVITATIONS/PROGRAM/ARRANGEMENTS/CHARITY BALL PR - (3) Members** responsible for designing the invitation and program, updating the guest list, and getting printers' bids. Prepares a bid number list to use at check-out time. Contacts the auctioneer for the Live Auction and gets microphone/sound system. Arranges the band and entertainment (if applicable) and secures contracts for President and Treasurer to sign. One member is responsible to work as the liaison between the Office Manager, centralized procurement coordinator, and the Marketing/PR committee. Coordinate with Marketing/PR committee in collecting any Ball Program ads originally contracted through the Annual Report. Ad layout knowledge suggested for this member. One member is responsible for handling all PR for the Charity Ball including newspaper article preparation and submittal, newspaper ads, posters, etc. This person will work closely with the Marketing/PR committee and Communication Team.

**DECORATIONS - (1) Member** responsible for the decorations. Works with Invitations and Special Projects/Catering on layout and set up from the location contact. Works with membership to coordinate times/dates for membership to volunteer making decorations, etc. Will assist with Special Projects/Catering and Auction Procurement decor. *Needs artistic background or abilities.*

**PROCUREMENT COORDINATOR – (1) Member** to advise auction procurement for the Charity Ball by working with the procurement team members; assisting with item descriptions for the program; creating bid numbers; making ring file for auctioneer for live auction and putting items in order; coordinating with centralized procurement coordinator in documenting all auction items; coordinating packaging of procured items; working with Decorations in layout of silent auction; coordinating live auction and order of items, display, and bids; coordinating closing of silent auction and collections of monies (checkout).

**AUCTION PROCUREMENT - (4) Members** will, with the approval of the centralized procurement, procure items for the live and silent auctions. Members will work with Invitations on the descriptions of donated items for the program. Responsible for the set-up and take-down of auction items, makes signs and bid sheets for the items, and works during the auction and at the checkout area. Responsible for contacting assigned donors, obtaining donated items and signature on donor receipt, writing thank-you notes, and getting updated donor information to centralized procurement coordinator (such as donor contact name, address, phone number, etc.)

**SPECIAL PROJECTS/CATERING - (1) Member** responsible for contacting restaurants for participation in Taster's Affair and for preparing contracts for participating restaurants. Responsible for working with the location's food service coordinator the evening of the Ball. Plans, implements, and supervises special fundraising project(s) the evening of the Ball. If t-shirt sales are planned, obtains t-shirt design from committee, seeks screen printers, submits bids to Finance VP for Board approval and has printed.

**TRAINING/ORIENTATION REQUIRED:** Possible fundraising and Personality Profile workshops.

**SKILLS NEEDED:** Organization, teamwork, planning, public relations, creativity, ability to discuss and promote the League and projects within the community, meeting and interacting with business-owners and other members of the community, and good follow-up.

**SKILLS GAINED:** Team building, organizational, public relations, fundraising.

**VOLUNTEER RESPONSIBILITY:** Attend Ball Committee meetings as required, pull your own weight,



communicate openly with your leaders about task progress, ask for help when needed & be available the weekend of the Ball.

**FOR MORE INFORMATION:** Samantha Bunyard [samantha.smith450@gmail.com](mailto:samantha.smith450@gmail.com)

**COMMITMENT OVERVIEW:** Heavy time commitment during Spring Months-Evening

Note: Although each subcommittee has a specific job description, some duties may be handled by other committees or individuals based on “contacts”.

## FUND DEVELOPMENT

**PURPOSE:** Coordinate all community solicitations, including but not limited to the Community Donor program which includes grant writing to research potential fundraising methods and sources to market and oversee sales and all other aspects of the 25<sup>th</sup> anniversary Junior League of Norman cookbook, *Simply Good Taste*.

**POSITIONS AVAILABLE:** Approximately 6 Members

**COMMUNITY DONOR DEVELOPMENT - (3) Member** who solicit money from businesses and individuals in the Norman area. All committee members will solicit local businesses and individuals outside the League. All members should be able to answer technical questions of how donor dollars are utilized and explain JLN projects. Need a good working knowledge of the JLN finances. Responsible for sending the renewal documents to current partners or sending community partner information to prospective donors. Follow-up with a personal visit or phone call a week later for their response. Make contacts with donors (past, present, or potential) a minimum of three times per year. Compile list of donor contacts from other JLN fundraisers. Work with the Finance Team for final approval from Board regarding prospects for Community Partners. Send thank you cards to donors. Responsible for acknowledging donors and developing new ways for stewarding donors. Responsible for writing and preparing grants as requested by Centralized Procurement/Research Coordinator. Work with Office Manager and Marketing/PR, Charity Ball, and Monster Dash committees for proper recognition in the Annual Report, Charity Ball program, and Monster Dash t-shirts regarding donor benefits. Members will be responsible for coordinating the bi-annual fund letter campaign.

**CENTRALIZED PROCUREMENT/RESEARCH COORDINATOR - (1) Member** must coordinate with JLN Office Manager for maintaining current and prospective donor history as needed. Provide input to assist the Fund Development committee in assigning contacts to donors and/or prospective donors. Responsible for preparing “thank-you list” of donors. Responsible for researching and identifying funding and/or grant opportunities.

**COOKBOOK – (1) Member** will help to sustain sales and marketing of the cookbook through the League, local businesses and internet sites; committee members may also develop and carry out fundraisers as desired or needed.

**FOOD PROCUREMENT (as needed) – (1) Member** will procure food from local restaurants for the General Meetings and work with Charity Ball to avoid requesting food from the same vendors.

**SKILLS NEEDED:** Independent person who works well alone and as a member of a team, proficient organization paying close attention to detail, strong verbal and written communication skills, creativity, and ability to follow through.

**SKILLS GAINED:** Teamwork, organization, public relations, impromptu speaking, communication and fundraising.

**VOLUNTEER RESPONSIBILITY:** Attends Fund Development Meetings. Be able to pull your own weight, have personal accountability and be available for fundraising events. Prefer two-year commitment.

**FOR MORE INFORMATION:** Katelynn Calonkey [kcalonkey@gmail.com](mailto:kcalonkey@gmail.com) or Julia Mettry [jcatherinemills@gmail.com](mailto:jcatherinemills@gmail.com)

**COMMITMENT OVERVIEW:** Day-Evening-Flexible-Catering to donor needs. Average 3 hours per month commitment from September through May.

## MONSTER DASH

**PURPOSE:** Raise money to help fund the League's projects; represents the League to the community; promote health and fitness.

**POSITIONS AVAILABLE:** **Approximately 8 Members** who will coordinate and host a community 5K and children's fun run. Members will coordinate venue with the city, OU (if necessary), Norman Police Department, race production company, plan race day activities, be responsible for publicity, obtain race sponsors, recruit racers and volunteers, etc. One member is responsible for working with the Marketing/PR committee in handling all PR for the Monster Dash including newspaper article preparation and submittal, newspaper ads, etc. and this person will be responsible for preparing posters. Each member will have their own required focus for the event. Each member will be responsible to raise funds for the event.

**TRAINING/ORIENTATION REQUIRED:** Possible fundraising workshops.

**SKILLS NEEDED:** Organization, teamwork, planning, public relations, and creativity.

**SKILLS GAINED:** Team building, organizational, public relations, fundraising.

**VOLUNTEER RESPONSIBILITY:** Attend all committee meetings as required, contact potential sponsors as assigned, pull your own weight, have personal accountability and be available for the actual event, as well as participate in any follow-up planning.

**FOR MORE INFORMATION:** Courtney Floyd [courtney.e.bucklin@gmail.com](mailto:courtney.e.bucklin@gmail.com)

**COMMITMENT OVERVIEW:** 12-Months-Day-Evening-Flexible. Much of the work will take place from June 1 to early November. Spring will be used to pre-plan for the following year's event.

# PROJECTS

Baby Steps

Done in a Day

Food for Kids

## **BABY STEPS**

**PURPOSE:** To provide quality day care for the children of Norman Public School students and a school lab to teach parenting education to the teen parents.

**POSITIONS AVAILABLE:** **Approximately 6 Members** who rock babies, organize holiday treats and activities, and plan enrichment and incentive activities for the student parents. Plan and implement special events, including Day of Caring. Members will conduct demonstrations and/or develop other events that fit in with the League's impact statement. Committee members may choose to plan a fundraiser which allows the teen parents to give back to Baby Steps (this particular task does take some involvement and planning). Help the chair plan and coordinate the graduation dinner. Members will improve League-wide involvement by encouraging members to rock babies and participate in other planned events. One member is responsible for handling all PR for Baby Steps including newspaper article preparation and submission. This person will work closely with the Marketing/PR committee and Communication Team.

**BENEFIT:** This important placement adds to the quality of life for the student parents, allowing them to complete their high school education while their children are in a safe, nurturing environment. This placement allows you to work directly with the students as well as interacting with the babies, and it is very rewarding.

**SKILLS NEEDED:** The volunteers should be self-starters, be creative, organized, and able to plan and implement their ideas. Baby Steps is predominantly a daytime placement; a job with flexibility is necessary to rock babies during the day. May need to purchase supplies before being reimbursed.

**VOLUNTEER RESPONSIBILITY:** Attend all committee meetings and events during the school year.

**FOR MORE INFORMATION:** Jennifer Skinner [sooner\\_skinner@hotmail.com](mailto:sooner_skinner@hotmail.com) or Logan Curtis [logandcurtis@gmail.com](mailto:logandcurtis@gmail.com)

**COMMITMENT OVERVIEW:** 9-12 months-Day-Evening-Flexible. The summer months are usually down months. Baby Steps projects and parties are typically done during school hours. Committee meetings are held in the evenings.

Note: Sustainers can also sit on this committee and provide an invaluable role to the success!

## DONE IN A DAY

**PURPOSE:** To select and coordinate high impact, large involvement projects that will serve the Norman community. The projects must adhere to the Junior League of Norman's mission and impact statement, meet committee guidelines and must be approved by the Board of Directors prior to acceptance.

**POSITIONS AVAILABLE:** Approximately 6 Members

**MEMBERS: (5) Members.** Must attend Done in A Day committee meetings. Must be able to analyze community needs, evaluate eligible opportunities for projects, and help implement projects. Must be familiar with the League's mission and impact statement. One member is responsible for working with Marketing/PR in handling all PR for Done in a Day.

**TRAINING/ORIENTATION PREFERRED:** Review and become familiar with the research done on this project. Review Done in A Day programs that have successfully been implemented by other Leagues.

**SKILLS NEEDED:** Organization, team work, planning, public relations, brain storming, research abilities, awareness of members' needs and interests, awareness of community needs. Ability to solely manage and coordinate one DIAD event and delegate to committee members as project manager.

**SKILLS GAINED:** Develop knowledge of community issues, have a role in helping the League establish future plans for projects and goals. Acquire visionary and critical thinking skills. Increase knowledge of League's mission and vision.

**VOLUNTEER RESPONSIBILITY:** Analyze the data from the League and community. Guide the League in a plan of action for future Done in a Day projects. Need to be available for a monthly committee meeting. Need to be available on the day of each Done in a Day.

**FOR MORE INFORMATION:** Kristen Campbell [kcampbelldds@gmail.com](mailto:kcampbelldds@gmail.com)

**COMMITMENT OVERVIEW:** Year-Flexible-Weekend-Evening Meetings

## FOOD FOR KIDS

**PURPOSE:** To provide food to chronically hungry middle and high school age students for weekend consumption during the school year.

**POSITIONS AVAILABLE:** Approximately 8 members will manage the monthly receipt, packing, and delivery of food to the secondary schools participating in the Food for Kids Program. The current schedule includes receipt of food around 11:00 AM on the first Monday of each month, packing of the food from 6:00 PM to 8:00 PM on the first Tuesday of each month, and delivery to the schools at 9:00 AM on the first Wednesday of each month. The food is received and packed at McFarlin United Methodist Church.

The chairs order the food from the Regional Food Bank and contact the counselor at each school to get the numbers needed to order the appropriate amount of food each month. The food is delivered to the school counselors or designated program coordinator at each site for distribution to the eligible students. Committee members will coordinate League volunteers and foster partnerships with community organizations for volunteers (outside the League) as needed. Committee members will not be required to participate in every phase of the project on a monthly basis. Rather, they will have participation requirements to be firmly determined at the beginning of the year in accordance with general membership requirements/participation levels. Due to the standing commitments of Food for Kids, this committee does not typically meet on a monthly basis. Meetings will likely be held before or after the General Meetings as needed.

**TRAINING/ORIENTATION REQUIRED:** None

**SKILLS NEEDED:** Energetic person who works well alone and as a member of a team, proficient organization, paying close attention to detail, strong verbal communication skills, creativity, optimism, and ability to follow through.

**SKILLS GAINED:** organization, communication, community partnership.

**VOLUNTEER RESPONSIBILITY:** Attend all committee meetings as required, ensure fulfillment of all delegated responsibilities, demonstrate total commitment to the team, and be willing to step in when and where needed to ensure all team goals are met.

**FOR MORE INFORMATION:** Becca Hybl [bhybl@design.com](mailto:bhybl@design.com) or Erin Williford [erinwilliford@gmail.com](mailto:erinwilliford@gmail.com)

**COMMITMENT OVERVIEW:** Day-Evening-Flexible-Year

# **IN-LEAGUE PLACEMENT**

Education & Development

Advisory Planning

Marketing/PR



## EDUCATION AND DEVELOPMENT

**PURPOSE:** To provide educational opportunities through General meeting speakers and trainings for teaching skills applicable to League-related work. Training curriculum may include leadership skills, meeting organization, time management, team building, public relations, and conflict management. This committee's function is to increase members' effectiveness as volunteers while keeping within the parameters of the impact statement of reducing obstacles and increasing opportunities for vulnerable children in the Norman community. Responsible for making all arrangements for General Meetings, trainings, and May Dinner.

**POSITIONS AVAILABLE:** Approximately 4 Members

**TRAINING/ORIENTATION REQUIRED:** Continuing education is provided through committee meetings, self-instruction, and teamwork.

**SKILLS NEEDED:** Basic knowledge of League fundraisers and/or community projects and basic organizational, communication, and facilitation skills. Members must be flexible, dependable, and willing to work as part of a team. Attention to detail is required.

**SKILLS GAINED:** Facilitation, teamwork, communication, leadership, accountability, and creative problem solving.

**VOLUNTEER RESPONSIBILITY:** Attend monthly meetings and facilitate training opportunities as outlined above. Members may be asked to consider serving a second year on the Education and Development Committee for the sake of continuity. However, a two-year commitment is not mandatory.

**FOR MORE INFORMATION:** Danielle Walker [msivy2003@gmail.com](mailto:msivy2003@gmail.com)

**COMMITMENT OVERVIEW:** 12-Months-Evenings-Flexible

## ADVISORY PLANNING

**PURPOSE:** Organizes and monitors annual team goal setting and monitors the progress in meeting established goals. Works closely with teams to maintain information regarding project status and to identify/research new project opportunities. Coordinates the annual Project and Fundraiser Evaluation and Vote. Responsible for updating and completing a Strategic Plan every three years as well as project evaluation tools and conducting annual assessment to be presented to the Board.

**POSITIONS AVAILABLE:** **Approximately 4 Members** responsible for utilizing Community Assessment Survey in evaluating and recommending the most effective use of the League's resources to meet community needs. Responsible for researching new projects based on this data. Responsible for distributing evaluations, assembling packets for team evaluations, board presentations, preparing member surveys and ballots for voting at the general meeting. Must attend Advisory Planning Committee meetings. Responsible for attending meetings of assigned Team (Finance, Community, Membership, and Executive) and working closely with the Vice President of that Team. Participates in OSA overview development(s) as needed. Facilitates long range planning with assigned team. Helps facilitate evaluations in respective teams. Members will be responsible for updating the Strategic matrix and implementing the selected plan. Members will also be responsible for developing and implementing annual evaluation tools and process for the evaluation of the League's projects and presenting completed evaluation to the Board for recommendation.

**TRAINING/ORIENTATION PREFERRED:** Goal centered approach to Strategic Planning and knowledge and background of committees of assigned Team.

**SKILLS NEEDED:** Analytical skills, knowledge of survey tools, problem solving, initiative, brain storming, research abilities, awareness of members' needs and interests.

**SKILLS GAINED:** Develop overall picture of the League, have a role in helping League establish future plans and goals. Acquire visionary and critical thinking skills. Increase knowledge of AJLI.

**VOLUNTEER RESPONSIBILITY:** Administer and/or analyze the data from OSA survey. Guide committees in setting a plan of action to achieve goals. Need to be available when assigned Team meets (1 time a month) in addition to committee meetings. **Prefer two-year commitment.**

**FOR MORE INFORMATION:** Angie Wright [arwright@ou.edu](mailto:arwright@ou.edu)

**COMMITMENT OVERVIEW:** Year-Flexible-Evening meetings

## MARKETING/PUBLIC RELATIONS

**PURPOSE:** This committee's efforts are oriented to promote good working relations within the League and to promote the League's purpose, programs, and projects through implementation of marketing strategies. The committee's goal is to market the League both internally and externally.

**POSITIONS AVAILABLE:** Approximately 5 Members

**GENERAL LEAGUE PR** – Responsible for covering all League wide areas of involvement to include special New member and Sustainer events and all other League wide or individual member activities. Responsible for writing press releases, taking photographs, and writing a brief description of photos to submit with each press release. Member is also responsible for assisting all Fundraising and Project committees with PR support and information as needed. Responsible for coordinating with Education and Development on PR training for all committee PR reps.

**ANNUAL REPORT** – Responsible for producing a publication aimed to use as a marketing tool to increase the awareness of Junior League members and the local community regarding the purpose and programs of the Junior League of Norman. This report is a publication produced and distributed annually to community partners, advertisers, and Sustaining members. It is also available on the website. This committee is responsible for rewriting the year end reports and coordinating submitted materials to update and modify descriptions regarding all League projects, fundraisers, donor contributions, and budget reports to create a finished document, as well as conduct ad sales to offset the cost of production and distribution.

**SKILLS NEEDED: Writer:** writing skills, photography, organizational and deadline oriented. **Annual Report:** writing skills, organizational and deadline oriented, willingness to approach advertisers.

**SKILLS GAINED:** Marketing and public relations.

**VOLUNTEER RESPONSIBILITY:** Covering committee assignments. Task oriented jobs, brief monthly committee meetings. Writer's work is spaced throughout the year, depending on committee assigned. Committee members are also responsible with partnering with Fund Development, Monster Dash, and Charity Ball committees for any marketing needs to aid with fundraising efforts.

**FOR MORE INFORMATION:** Margaret Wehrle [margaretwehrle@gmail.com](mailto:margaretwehrle@gmail.com)

**COMMITMENT OVERVIEW:** This committee functions on brief monthly meetings and relies on interdependent teamwork. Year round placement but the time is flexible. This committee depends heavily on each member completing their task to achieve the completed projects. Extremely deadline oriented.