

*Friends* of Winship  
Winship Cancer Institute at Emory University  
Role Descriptions

**Chair**

The Chair of *Friends* of Winship is expected to be a member, attend the Executive Committee Meetings, and support/attend *Friends* of Winship activities. The chair will serve as Chair-Elect for one year, sitting Chair for one year, then continue involvement as desired as Immediate Past Chair. In addition, the Chair may be asked to serve on the Winship Advisory Board in an ex-officio capacity.

Responsibilities:

- Present updates and introductory remarks of *Friends* at Winship Advisory Board Meetings, *Friends* fundraising events, and membership parties.
- Participate in creating and approving the agenda for *Friends* Executive Committee Meetings prior to each meeting.
- Conduct and attend all *Friends* Executive Committee Meetings.
- Review and approve all action items and documents created resulting from Executive Committee Meetings.
- Work closely with Winship Director of Development Events to create/review documents and communications and prepare for meetings and presentations.
- Review *Friends* collateral prior to distribution.
- Participate in creating Friends Member Renewal letters. Participate in writing personal notes on letters to Friends members and prospective members for membership, encouraging event attendance and thanking for event attendance/sponsorship.
- Attend event committee meetings to encourage membership and offer words of recognition
- Be available to the Executive Director of Winship as needed for endorsing announcements to *Friends* members.

**Executive Committee**

The Chair and all Committee Chairs are expected to be members of *Friends*, attend the Executive Committee Meetings, and support/attend *Friends* of Winship activities.

Responsibilities:

- Host your networks for tours and educational sessions.
- Recruit new *Friends* to general membership, at least five suggested.
- Talk about Winship in social and business settings, as appropriate.
- Act as a liaison between other Atlanta influencers and Winship advancement staff.
- Help identify members for *Friends* leadership positions.
- Support, to the greatest extent possible, all fundraising, learning, and member events.

### **Fundraising Committee**

Comprised of the Chairs of the *Friends* of Winship fundraising event, leading participation in resource development and fundraising through these events. They work to identify, develop, and promote fundraising opportunities that support the mission of Winship.

Responsibilities:

- Leads resource development through the *Friends* of Winship Fashion a Cure Fashion Show, the bi-annual Gala, and the Winship 5K.

### **Volunteer Committee**

This committee is responsible for recruiting members onto committees, providing orientation to new members, and enlisting their support with *Friends* of Winship activities.

Responsibilities:

- Conduct new member welcome through personal emails/calls.
- Recruit members for volunteer opportunities available through *Friends* and Winship's volunteer services department.
- Enlist members to help with *Friends* volunteer opportunities as needed.
- Serve as a liaison with Winship's volunteer program, and encourage support of *Friends*.

### **Membership Committee**

This committee is responsible for recruiting and nominating members, for promoting membership to the general public and through the existing relationships of Winship Cancer Institute and the *Friends* members, and calling on renewed and lapsed members. This committee should evaluate methods of recruiting new members.

Responsibilities:

- Conduct renewed member welcome through handwritten notes and personal emails/calls.
- Conduct lapsed member reminders through handwritten notes and personal emails/calls.
- Conduct personal outreach to special event attendees who are not members.
- Personally reach out to members encouraging them to invite 5-10 people to join, attend Member Appreciation Party, Live and Learns, and other *Friends* events and activities.

### **Community Engagement Committee**

This committee is responsible for educational programming, as well as other activities that support the introduction of Winship Cancer Institute's programs and services to the wider community to increase awareness of the talent, treatment options, and research findings.

Responsibilities:

- Help Winship staff produce activities in the community to raise awareness of Winship.
- Organize Lunch Bites tours of Winship Cancer Institute regularly throughout the year, to showcase advancements in cancer research to potential members, community leaders, and potential supporters. Tours will be in groups of 10-12 people.
- Organize Learn and Live educational activities 3-4 times per year, and encourage attendance from members and personal networks.

### **Patient/Family Outreach Committee**

This committee will identify and prioritize new short- and long-term projects to enhance the quality of the patient/family experience. This committee will plan events to benefit/thank/reach Winship staff, patients and families and create an awareness of *Friends*.

Responsibilities:

- Plan and coordinate several dates throughout the year for volunteers to visit all Winship treatment facilities to enhance the patient and family experience and thank the staff.
- Secure volunteers, and obtain promotional items and healthy treats to distribute on these dates.

### **At-Large Members**

The Executive Committee nominates and approves people to serve as At-Large Members. At-Large members are invited to serve on the Executive Committee after they have supported *Friends* activities and events, have expressed interest in getting more involved, and demonstrated leadership potential. An At-Large Member of the Executive Committee is expected to be a member of *Friends*, attend the Executive Committee Meetings, and support/attend *Friends* of Winship activities. At-Large members ensure bench strength for the Executive Committee and may move into one of the other Executive Committee Chair positions as vacancies occur.

Responsibilities:

- Attend Executive Committee Meetings.
- Support and attend Winship and *Friends* events and activities.
- Volunteer for at least two outreach activities and/or serve on one of the subcommittees.

### **Winship Advancement Staff**

Winship Advancement staff shall lead and support *Friends* of Winship. Staff includes a Director of Development Events and an Assistant Director of Advancement.

Responsibilities:

- Administrative, to include invitation mailings and RSVP tracking, membership mailings and tracking.
- Budgeting, to include management of membership data and expenses.
- Communications, to include management of the *Friends* social media channels, bi-monthly newsletter, and presence in print media, in collaboration with the Winship Communications office and the *Friends* Chair.