

EPIC Leadership Council Roles

LC Chair (1)

- Hold LC members accountable to agreed upon expectations
- Manage events & initiatives
- Create & distribute agenda prior to each meeting
- Plan leadership retreat
- Maintain shared Google Drive including:
 - Capturing institutional knowledge
 - Tracking in-kind donations
 - Maintaining Community Contacts/Thank You's

Lunch and Learn Chair (1)

- Bi-Annual Lunch & Learn events
- Coordinate venues/speakers (w/ staff liaison)
- Coordinate food/beverage when applicable
- Provide event description and marketing copy

Membership Chair (1)

- Track & report membership and retention rates
- Make suggestions for retaining members & increasing their engagement, and attract new members
- Communicate with new, expiring & recently lapsed members
- Identify membership recruitment opportunities and events

Event Promotion/Marketing Chairs (2)

- Create & implement a checklist to promote membership & events
- Work with staff liaison to post events on website and social media
- Act as EPIC social media manager to promote membership & events

Volunteer Chairs (2)

- Work with HCC staff to create & manage volunteer workdays throughout the year including:
 - National Trails Day (June)
 - National Public Lands Day (Spring)
 - It's My Park Day (Spring & Fall)
 - Monthly VCT Clean ups

Finance Chair (1)

- Outline anticipated budget with HCC Staff for year's activities
- Work with event chair/co-chairs to draft an expense/revenue report for each event
- Prepare monthly finance report (with staff assistance) including budget vs actuals
- Educate LC members about their fiduciary responsibility

Event Chairs (all)

In addition to specific roles, each LC member will be asked to chair or co-chair an event during the year.

Responsibilities for event chairs are:

- Coordinate venues, speakers, food, beverages, activities, etc.
- Finalize date, time and cost one month prior to event
- Provide any affiliated paperwork and invoices to HCC staff prior to event
- Work closely with Finance Chair to ensure event is within budget
- Day-of coordination of event: coordinating other EPIC LC for venue setup, food/beverage pickup, sign-ins and waivers, cleanup after the event, etc.

Staff Support

HCC staff will:

- Attend monthly meetings as available
- Works closely with the Chair to ensure goals of the EPIC program are met or exceeded
- Coordinate with Lunch & Learn Chair to highlight & engage professional staff & other conservation experts
- Create monthly roster and enter new members into the HCC database
- Coordinate with Marketing Chair on marketing material/promo item creation, social media, and maintaining the EPIC pages of the HCC website; HCC staff must approve all marketing prior to distribution
- Aid Internal Communications Chair with tracking institutional knowledge
- Support Volunteer Chair with volunteer coordination, material creation, waivers, and other needs
- Work with Finance Chair to update and maintain monthly financials
- Coordinate with Event Chairs materials needed for events such as tables, coolers, waivers, chairs, volunteer materials, etc.
- Purchase event & marketing materials for EPIC's use