

HONOR ROLL CHAIR

Job Description

Term:	2 years desired
Time Commitment:	Average 3 hours per month
Skills Needed:	Good communication and interpersonal skills, event planning
<i>Please know that in this role you are always supported by MEF Leadership, which includes the Executive Director (ED) and President(s), and you are encouraged to bring in a committee if you would like the additional support. If you would like to refine or expand any of the responsibilities noted below, please reach out to the ED.</i>	

The Honor Roll Chair oversees MEF’s major donor program creating communications, coordinating events, exclusive benefits and being involved in all aspects of the program.

Responsibilities

- Collaborate with the MEF Communications Chair to create messaging for the honor roll population of donors.
- Develop ideas for encouraging more donors to participate at the Honor Roll level.
- Organize the annual Honor Roll Thank You event and any Honor Roll specific activities.
- Work with the Executive Director/President to review honor roll giving levels and benefits each year.
- Work with the Executive Director to ensure honor roll listings in MEF’s annual report are accurate.

Meetings Attended

Monthly:

- MEF Board Meetings

As Needed:

- MEF Committee Meetings
- MEF Strategic Planning Meeting