

Committee Structure and Responsibilities

Chairperson/Co-Chairs

- Receive training and orientation from the CANSA staff partner.
- Review Implementation Guide.
- Determine (with the staff partner) the number of teams needed to reach monetary goal and establishes event date and times.
- Monitor progress of subcommittees to ensure that tasks are completed.
- Facilitate Relay For Life committee meetings.
- Act as event spokesperson when needed.
- Help with team recruitment and gives leadership when needed.
- Write appropriate correspondence, including event thank-you notes with staff as needed.

Team Development Chair

- Receive training and orientation from the Chairperson and/or staff partner.
- Review Implementation Guide.
- Set goal for number of teams with chair/co-chairs and staff partner.
- Assign committee contacts for last year's teams.
- Work with committee to develop a potential team list.
- Hold Relay rallies and receptions in various locations to recruit new teams.
- Coordinate Relay For Life Launch.
- Act as liaison for planning committee to ensure that Team Captains' communication plan is adhered to.
- Work with staff and publicity chair to develop newsletters.
- Coordinate Team Captains' meetings and provide mentoring.
- Send out appropriate thank-you letters.

Survivorship Chair

- Receive training and orientation from the Chairperson and/or staff partner.
- Review Implementation Guide.
- Attend Team Captains' meetings and committee meetings.
- Recruit local cancer survivors to participate in the Opening Ceremony and other survivorship activities.
- With the staff partner, coordinate sending invitations to survivors.
- Plan Survivor Ceremony, Survivor Lap and Survivor recognition activities.
- Manage cancer survivors' registrations at the event.
- Recruit additional volunteers to assist with the activities.

Logistics Chair

- Receive training and orientation from the Chairperson and/or staff partner.
- Review Implementation Guide.
- Request authorisation to use a facility rent-free and secure paperwork thereof.
- Arrange for all material needs (tables, chairs, flatbed, tents, etc).
- Recruit volunteers to assist in setup and take down.
- Walk through event site for exact placement of logistical support, medical, committee headquarters, etc...
- Coordinate delivery of materials needed for the day of the event.
- Arrange rest rooms, sound system, and lighting, if needed.
- Arrange first-aid station and coordinate setup thereof.
- Recruit necessary medical personnel.
- Set up water stations.

Luminaria (Candle of Hope) Chair

- Receive training and orientation from the Chairperson and/or staff partner.
- Review Implementation Guide.
- Arrange Luminaria Ceremony (music, speakers, etc).
- Obtain donated Luminaria materials (candles, bags, sand or glow sticks).
- Produce Luminaria flyers and distributes around the community to encourage donations.
- Recruit volunteers to assist with Luminaria at the event.
- Work with the Sponsorship Chairperson to secure underwriting for Luminaria Ceremony.
- Encourage attendance and work with local communication staff to promote the ceremony to the public.

Registration/Accounting Chair

- Receive training and orientation from the Chairperson and/or staff partner.
- Review Implementation Guide.
- Work with the Team Recruitment Chairperson to ensure that each team registers with the names, addresses, and phone numbers of all team members.
- Recruit volunteers to assist with collecting donations and awarding incentive prizes.
- Set up registration and pledge collection area.
- Account for and deposit all funds collected at the registration area.
- Make arrangements for middle-of-night deposit with the staff partner.

Data Chair

- Receive training and orientation from the Chairperson and/or staff partner.
- Review Implementation Guide.
- Be responsible for ensuring that participant, survivor, etc, data is collected.
- Be responsible for acting as or assigning a point person for online fundraising.

Cancer Education Chair

- Receive training and orientation from the Chairperson and/or staff partner.
- Review Implementation Guide.
- Work with mission delivery/cancer education staff to recruit, train or provide direction to other volunteers and Relay team members to carry out mission delivery messaging before, during and after the Relay.
- Provide a mission delivery/cancer education presence at all Relay meetings and at the event to reflect the community priorities and needs.
- Assist teams with information on cancer related topics for team-based educational and informational activities.
- Evaluate the mission delivery/cancer education and awareness activities.
- Recruit additional volunteers to assist with year-round mission delivery/cancer education and awareness activities.

Entertainment and Activities Chair

- Receive training and orientation from the Chairperson and/or staff partner.
- Review Implementation Guide.
- Secure music for both days of the Relay.
- Work with the Logistics team and facility to set up the public address system.
- Arrange for games and entertainment for children.
- Secure other activities e.g., massage therapist, clowns, aerobics, midnight madness activities, dancing, volleyball, and movie tent.
- Solicit small prizes from local businesses to present to contest winners throughout the event.

Volunteer Opportunity Chair

- Receive training and orientation from the Chairperson and/or staff partner.
- Identify areas where volunteers will be needed and plan recruitment of these volunteers.
- Find additional volunteers to work at the event as recruiters.

- Ensure appropriate follow-up of recruited and prospective volunteers.

Publicity Chair

- Receive training and orientation from the Chairperson and/or staff partner.
- Review Implementation Guide.
- Work with the local communications staff to promote the event.
- Work with the committee and/or volunteers to distribute posters and flyers.
- Work with the staff partner and Team Recruitment Chair to develop newsletters.
- Work with the staff partner to determine needs for the printing of all signage for the event, e.g. signs for major sponsors, thank-you's and underwriters.

Corporate Development Chair

- Receive training and orientation from the Chairperson and/or staff partner.
- Review Implementation Guide.
- Develop list of potential sponsors and underwriters.
- Contact last year's sponsors, if applicable.
- Contact potential sponsors and underwriters.
- Set goal for sponsorship income (10 - 15% of Relay goal to cover expenses).
- If applicable, solicit donors for food items for the event.
- Send out appropriate thank-you letters.

Honorary Chair

(Cancer Survivor or a caregiver recommended for this position.)

- Act as spokesperson.
- Attend the Opening, Closing and/or Luminaria Ceremonies.
- Write inspirational story for team packets.
- Attend Launch.

Staff Partner

At The Cancer Association of South Africa:

- Work with the Chairperson to develop goals, timelines and event plan.
- Work closely with the Event Chairperson to ensure committee progress.
- Work with the Chairperson on creation of meeting agendas.
- Educate committee about CANSA.
- Work with and follows up with committee regularly.
- Coordinate meeting notices and minutes, as needed.
- Produce Team Captains' packets for Launch.
- Obtain certificate of insurance.
- Order Relay For Life materials, t-shirts and incentive awards.