

-Homecoming Chair Job Description

Planning for Homecoming 2010 begins in January.

The Homecoming Chair coordinates all aspects of Homecoming and supervises a committee comprised of 30+ students. The chair reports directly to the Director of Alumni Relations and works closely with the Associate Director of Alumni Relations.

Responsibilities include:

1. Plans and maintains an overall Homecoming timetable.
2. Oversees the student Homecoming budget, in coordination with event chairpersons and the Director of Alumni Relations.
3. Interviews and selects chairpersons for each event in consultation with the Director of Alumni Relations.
4. Supervises all the week's events in coordination with each event chairperson and the Director and Associate Director of Alumni Relations.
5. Serves as a resource person for each event chairpersons.
6. Coordinates a portion of the Corn Feeds and serves as Concordia's student representative for the events under the supervision of the Director and Associate Director of Alumni Relations.
7. Conducts regularly scheduled meetings with committee members.
 - a. Weekly meetings beginning at the end of January until the end of April
 - b. Weekly meetings resumes at the beginning of the academic year
8. Conducts meetings (as needed) with individual committee members.
9. Supervises production of all Homecoming programs, brochures, and publicity.
10. Attends all Homecoming events.
11. Speaks at all major Homecoming events.
12. Writes overall report and recommendations, including student budget assessment (to be turned in by December 1).
13. Accountable for the cleanup and return of all Homecoming materials post-event.