

Committee & Quick Action Teams Description Sheet

Committees:

Membership Visitation (Ambassador) Committee:

Description: The Membership Visitation committee is a traditional committee of the Skowhegan Area Chamber of Commerce. Over the years it has been called the Membership Committee or the Ambassador program. This year-round committee is charged with visiting the local businesses in the area to find out what is going on in their business, to find out what the chamber can do for them or to pass along updates on what the chamber is doing. This committee is NOT a collections committee. This committee at its heart is an information gathering and information distributing committee. The SACC needs to know what is happening in their business community and this committee helps the chamber keep its finger on the pulse of what matters most to the members and non-members in the community.

Time Commitment: This committee meets monthly, usually around lunchtime, and the committee members discuss who they have visited and what feedback they have received. Then the committee members select another 3-5 businesses to see over the next month and visit them between meetings.

Volunteer Role: The volunteers of this committee are expected to visit 3-5 businesses per month and if the information they gather is time sensitive they should pass it along to staff if it can't wait until the next meeting. Also they are expected to represent the chamber in a positive and respectful way.

This committee is perfect for: route salespeople, business-to-business representatives, networkers (real estate, bankers, insurance) or citizens who like to talk and mingle and be plugged in to what is happening.

Board of Directors:

Description: The Board of Directors is the volunteer leadership committee of the SACC. The Board of Directors is comprised of those able to give the most amount of time and effort. Typically, someone would not come from outside the organization and go straight to the Board of Directors unless they can demonstrate having past experience in organizational leadership. If you are interested in being a part of the leadership committee, contact the staff directly.

Time Commitment: The Board of Directors meets 1-2 times per month or more as needed for governance of the organization. Typically they meet after work on the 2nd Wednesday of the month and at times a lunch meeting as needed.

Volunteer Role: The board requires vision, leadership, professionalism, discretion, energy, teamwork and dedication. Directors are the most visible volunteers are charged with moving the organization forward.

This committee is perfect for: those with a strong desire and commitment to the communities the chamber serves. You must be ready to be associated as much with the chamber as you would be for your own business.

Quick Action Teams (QATs)

RiverFest Quick Action Team

Description: This QAT is designed to make the 6-day event of RiverFest 2015. The event dates for this year are August 4-9. Moonlight Madness is not included in this QAT, but many other RiverFest events are included.

Time Commitment: This QAT begins meeting in late spring to discuss the responsibilities. They will meet every three weeks from about mid-May until the event with weekly meetings from mid-July to when it begins in August.

Volunteer Roles: There are many volunteer roles. You can help with just 1 event or multiple ones. The roles include:

- Helping in the SACC office with questions during event days
- Setting up tables and chairs Tuesday, Wednesday, Friday or Saturday
- Tearing down or cleaning up Tuesday, Wednesday, Friday or Saturday
- Helping with electrical concerns during the week
- Organizing the table & chairs trailer for the week
- Developing vendor diagrams
- Distributing Posters & flyers
- Helping with the Lions Club Chicken BBQ (Tuesday, August 4th)
- Helping with the Hospice Bingo and other events (Wednesday, August 5th)
- Helping the Rotary Club setup or tear down the Lobster Bake (Friday August 7th)
- Helping with the RiverFest Golf Tournament (Friday August 7th)
- Helping with the Glow Stick River Run (Friday, August 7th)
- Helping with the Move More Kids Day (Saturday, August 8th)
- Helping with the RiverFest Raft Rides (Saturday, August 8th)
- Helping with the MSS Craft Fair (Saturday, August 8th)
- Helping with RiverFest Saturday set-up and teardown of music, beer garden, tables & chairs
- Coordinating with the fireworks personnel
- Helping with RiverFest Ron Paquette 5k Road Race

This QAT is perfect for: anyone who wants to help with one of the largest community events of the year.

Moonlight Madness Quick Action Team

Description: This is the QAT to organize the SACC street party on Thursday, August 6th.

Time Commitment: This QAT begins meeting in late spring to discuss the responsibilities. They will meet every three weeks from about mid-May until the event with weekly meetings from mid-July to when it begins in August.

Volunteer Roles: There are many volunteer roles. You can help with just 1 activity or multiple ones. The roles include:

- Helping close the streets
- Helping vendors get to their spots and set up
- Helping set up PA system
- Helping promoting the event and recruiting entertainment and vendors
- Helping informing the downtown businesses of road closures
- Helping in the office answering questions during the event

- Helping make sure people can get to and from Moonlight Madness and the Sundowner Canoe Race
- Helping pick up after the event is over
- Helping sweep the streets and pick up trash
- Helping with the bed races and other events

This QAT is perfect for: anyone who wants to help with one of the largest community events of the year.

Haunted Hayrides Quick Action Team

Description: This QAT is about the annual Halloween scarefest held at the Skowhegan Fairgrounds. The dates this year are October 23 & 24.

Time Commitment: This QAT begins meeting in late summer to discuss the responsibilities. They will meet every two weeks from about late- August until the event with weekly meetings from early-October until it begins. Setup begins all week and scenes get set up all week leading up to it.

Volunteer Roles: There are many volunteer roles. About 50 volunteers are needed to make this event happen. You can help with just 1 activity or multiple ones. The roles include:

- Scarers and scene workers are the primary needs. It can be cold, but you won't find more fun anywhere. Scarers can be featured scarers and supporting scarers. Featured scarers perform in a scene dressed in character. Supporting scarers are people who cue music, set off smoke machines and are generally not seen or heard.
- Help with building scenes.
- Help by being a driver.
- Help by being a ride host.
- Help in the concession booth.
- Help selling tickets.
- Help promote the event and recruit volunteers and scene developers.
- Help setting up or cleaning up.
- Help figure out electricity and design sound.

This QAT is perfect for: anyone who loves Halloween, loves scaring people and like to have fun. If you are easily traumatized, this might not be for you. Seriously.

FAB Fair Quick Action Team

Description: This QAT is formed to execute the FAB Fair in February annually. The event is traditionally held on the second Saturday of February vacation at Skowhegan Area High school.

Time Commitment: This QAT gets together in early January and meets 2-3 times prior to the event.

Volunteer Roles: There are many volunteer roles. You can help with just 1 activity or multiple ones. The roles include:

- Promoting the event and helping distribute flyers & posters
- Helping set up the day before by moving tables & chairs and helping tag the booth spaces
- Helping lay down the paper on the gym floor and measure out booths
- Helping the day of the event selling concessions, raffle tickets or handing out programs
- Helping vendors find their booth spaces
- Helping clean up and tear down

This QAT is perfect for: anyone.

Celebration Of The Arts (COTA) Quick Action Team

Description: This QAT is charged with executing the 2nd Celebration of the Arts event happening in September 2015. The inaugural event last year was a day of arts and celebration highlighted by painters, woodworkers and dozens of musical performing artists showcasing their work on one day. The centerpiece of the event was the re-dedication of the Skowhegan Indian statue. This year we are hoping to continue the all-day arts event as so many artists told us how much they enjoyed it.

Time Commitment: This QAT will begin to meet in June in early preparations for artist recruitment and will be 2-3 times during the summer. The week before the event the committee will meet again to go assign roles for the day of the event. The date is still to be determined but it will be a Saturday in September (and not Labor Day weekend).

Volunteer Roles: There are many volunteer roles. You can help with just 1 activity or multiple ones. The roles include:

- Recruiting artists to participate
- Assist in planning the calendar of events for the day
- Helping set up sound and stages for bands
- Developing contingency plans for any weather issues that may arise
- Helping recruit vendors
- Help clean up the event site(s) and break down areas
- Promote the event with posters, flyers and on social media
- Help create new activities that are arts related for the event

Surveying Quick Action Team

Description: Once or twice per year the SACC would like to survey the member businesses and community at large about varying topics. Most people are more likely to do a survey if someone actually does it with them. These will be surveys under 10 questions done 1-2 per year, and this QAT would help develop and administer the surveys, and grade the results.

Time Frame: No specific time frame is necessary for this, other than we do not want a survey any sooner than 5-6 months apart. The time of the first survey will be directly dependent upon what QAT volunteers would be available to administer it. Meetings will be held over a period of a month or two to develop the survey and assign people to administer it.

Volunteer Roles: for this QAT there are really only three roles and each person can do one, two or all three of the roles. The roles are:

- Create the survey questions, collaborating with the SACC staff
- Administer the survey by visiting people or sending them the survey and following up
- Gather the surveys and quantify the results

This QAT is perfect for: anyone who wants to meet with a lot of people, anyone who wants to make a difference and find out what people want, anyone looking for project hours for work or school, and anyone willing to take a couple of afternoons to connect with a few fellow community members.

The 20th Maine H.O.G. Rally Quick Action Team****

Description: This is a one-time only committee formed to execute the Maine Harley Owner's Group motorcycle rally July 23-25, 2015 at the Skowhegan Fairgrounds. This event will include 350 to 500 Harley Davidson owners from around the state and all other motorcycle enthusiasts. There will be vendors, live entertainment with two concerts over two nights, motorcycle events, on-site camping and so much more. This will be a three-day festival of fun and thrills, but to make it

work the Skowhegan Chamber needs no less than 35 volunteers over the three days. This rally happens in a different community every year so 2015 will be the only time we will have it for sure. The idea is that we make this event so big that when their 30th Rally comes up, they want to come back!

Time Commitment: This committee should begin meeting in March to work out the many different sides of this very complicated event. Meetings will be every 3 weeks until June and then every two weeks or weekly.

Volunteer Roles: There are many volunteer roles. Over 35 volunteers are needed to make this event happen. You can help with just 1 activity or multiple ones. The roles include:

- Collecting money at the gate
- Parking cars and motorcycles
- Event security
- Overnight security
- Campground oversight
- Vendor recruitment and placement
- Entertainment assistance, stage setups, etc.
- Set-up and teardown crews for different events
- Ride chaperones for those who don't know the area
- Shuttle drivers
- Parade organizers
- Promotion of the events online, on social media, and distributing posters & flyers
- Information desk help
- Chamber office coverage
- First aid volunteers
- And much, much more

This QAT is perfect for: anyone who wants to say “remember that H.O.G. rally back in 2015- I helped make that a success.”