

“Recruitment & Outreach Committee”

Purpose: To recruit new organizational members and promote community involvement and awareness of the Chickahominy Area Triad in sufficient numbers to facilitate the Triad’s organizational success. NOTE: Committee Lead will provide necessary training.

Point of Contact for Guidance: Committee Lead, Chairperson and Vice-Chair

Responsibilities:

- Locate, identify and contact potential new members, potential donors and partners.
- Prepare and distribute materials about the Triad organization to community businesses and potential partners; to include, churches, and social service agencies.
- Represent Triad at local community events and identify potential new members.
- Maintain a good working relationship with community partners and the public.
- Coordinate and develop appropriate recruitment print media and assist in the development of other promotional materials, such as flyers.
- Support other organizational efforts, as needed or requested.
- Committee Lead or designee briefs the Advisory Board and general membership during Triad bi-monthly meetings.

Desired Qualifications:

- Good written and oral communication skills.
- Ability to get along with others.
- Active involvement in community groups, associations, and events.
- Advertisement, recruitment, or public relations background, is helpful.
- Reliable transportation, valid driver’s license, and clean driving record.
- Proficient with use of computer, Facebook, email, and the internet.

NOTE: Committee Lead coordinates all planned efforts with Chairperson and Vice-Chair.