

Wonderball Roles & Responsibilities

<i>Role & Contact</i>	<i>Primary Responsibilities</i>
<u>Fund Development Committee</u>	<ul style="list-style-type: none"> ● Recruit Wonderball chairs ● Set overall financial goals for Wonderball including major donations/sponsorships ● Identify date to hold Wonderball ● Review and approve major decisions: date, venue, theme (includes review and approval of logo and branding elements)
<u>ANCS Business Manager of Advancement & Marketing</u>	<ul style="list-style-type: none"> ● Provide administrative support to Wonderball Committee—serve as school liaison and provide input for major questions and decisions ● Work with Fund Development Committee to provide Wonderball chair(s) with budget and overall goals ● Review and approve contracts and other major financial obligations (venue, catering, etc.) before they are final ● Review and approve sponsorship Wonderball experience and fulfillment of benefits ● Review and approve publicity/communications about the event to ANCS community and beyond
<u>Wonderball Chair(s)</u>	<ul style="list-style-type: none"> ● Recruit and manage Wonderball Committee and volunteers ● Select Wonderball venue with approval of Fund Development Committee ● Coordinate and lead regular full committee meetings including venue walk-through(s) and post-event meetings. ● Make creative decisions (theme, music, decor) ● Coordinate publicity/communications about the event to ANCS community and beyond with approval of ANCS Business Manager of Advancement & Marketing ● Coordinate and manage sponsorship experience and fulfillment of benefits with approval of ANCS Business Manager of Advancement & Marketing ● Oversee execution of Wonderball and provide day before/day of/day after planning and support ● Manage Wonderball budget and reconcile revenue and expenditures with the ANCS Business Manager of Cash & Accounting ● Provide monthly updates on finances and major decisions to the Fund Development Committee