

Red Shoe Society

Positions and Responsibilities



President:

- Facilitates and leads all Red Shoe Society meetings
- Oversees event and service project activities
- Reports to RMHCDC Staff to update them on status of projects
- Oversees each position to ensure that all areas are covered efficiently, and goals are being met

Vice President:

- Assist President with duties
- Responsible for conducting meetings when President is absent
- Reports to RMHCDC Staff to update them on status of projects

Secretary:

- Update Red Shoe Society on new information via email
- Prepare agenda and take minutes for each meeting
- Conduct necessary elections for the Society
- Prepare follow-up correspondence indicating decisions made at each meeting

Event Coordinator:

- Assist staff with planning the Red Shoe 5k and other events
- Engage with local companies and organizations to develop new donors and partnerships
- Pursue new corporate sponsorships
- Recruit volunteers to help day of event
- Encourage groups to set up teams for 5K
- Spreads the word about the Annual Red Shoe 5k and other fundraising events

Service Coordinator Washington, DC:

- Coordinates all Red Shoe Society volunteer activities at the Ronald McDonald House of Washington, DC

Service Coordinator Northern Virginia:

- Coordinates all Red Shoe Society volunteer activities at the Ronald McDonald House of Northern Virginia

All members:

- Motivates all members and establishes a positive working environment
- Recruits and orients all new members
- Recruit prospective members and follow up
- Assist in promoting RMHCDC events to the local community
- Increase awareness of the mission for RMHCDC and for the Red Shoe Society

*Please note: Members of the Red Shoe Society may hold the same position for two-year terms. Any member of the Red Shoe Society who is considered to be non-contributing or not meeting the stated expectations will be asked to resign from the Society.