

Relay for Life Programs Co-Chairs (2)

- Plan master schedule for the main stage, including contests, games, and performers.
- Create schedule & script for the Emcees.
- Create layout
- Plan activity tables according to main theme
- Create supply lists for tables
- Create budget for supplies & purchase
- Schedule volunteers for Relay activities
- Train volunteers for activity tables
- Be present at and support all Colleges Against Cancer Events.

Performer Logistics Chair (1)

- Help and assist Program's Chairs to organize non-Relay for Life events
- Responsible for seeking groups and helping to organize their needs.
- Develop relationships with performing groups, main contact for all performers.
- Brainstorm activities, make supply lists, contact performers, event set up
- Create budget for events
- Be present at and support all Colleges Against Cancer Events.

Survivorship Co-Chairs (2)

- Plan and execute the annual Cancer Vigil
- Organize Relay for Life's Survivor Reception
- Planning for the annual Survivor Reception, which takes place during the first hour of the Relay for Life event; specific skills require reaching out to survivors via e-mail, coordinating with Corporate Sponsorship and Fundraising chair for donations, and creating the survivor gifts distributed to these individuals.
- Planning visits to the Hope Lodge in Rochester, NY to interact with current cancer patients and their families.
- Thinking of creative ways to engage student survivors as well as survivors in our Ithaca community.
- Be present at and support all Colleges Against Cancer Events.

Team Recruitment/Fundraising Co-Chairs (2)

- Think of creative ways to recruit new members to Colleges Against Cancer and participants for Relay for Life
- Plan and implement two Relay for Life kickoff events to encourage students to sign up for Relay
- Contact prior Relay captains and update them on information for the upcoming Relay
- Organize and run two mandatory meetings for Relay for Life team captains that will take place a month prior to Relay and prepare captains for the event
- Be present at and support all Colleges Against Cancer Events.

Corporate Sponsorship Co-Chairs (2)

- Manage communications with donors
- Reach to local businesses to support events
- Coordinate food donations for Relay
- Obtain donations to support other CAC events
- Be present at and support all Colleges Against Cancer Events.

Education/Advocacy Chair (2)

- Bring cancer education and advocacy to events held by CAC (fact pong, internet games, fact walk, etc.)
- Promote cancer education around campus (SLI speaker, Great American Smokeout, Bulletin Board for lung cancer/ promoting CAC events)
- Plan and execute table at Relay involving cancer
- Promote Cancer in the news and in politics around campus.
- Plan and execute Relay for Life's Fight Back Ceremony
- Be present at and support all Colleges Against Cancer Events.

Social Media Chair/Online Communication Chair (1)

- Responsible for the upkeep of the CACIthaca social media accounts on Facebook, Twitter and Instagram
- Writes and posts Intercom press releases
- Updates Relay for Life website, CAC website and IC Link
- Coordinate all communication between CAC general body and the executive board.
- Collaborate with other members of the Marketing Team
- Be present at and support all Colleges Against Cancer Events.

Marketing Chair (1-2)

- Be present at and support all Colleges Against Cancer Events.
- Design images for posters and social media
- Creates advertisements, Facebook cover photos, posters, various graphics, etc.
- Ensures all printed materials are sent to the print shop and printed on time.

Technology Coordinator (1)

- Coordinate with CCES regarding technology logistics for the event (both in months leading up to the event and the day-of)
- Work with rental company to organize the delivery and execution of equipment the day of Relay
- Oversee the use of equipment stated above
- Work with stage manager both the day of the event and in time leading up to event to coordinate the technical side of day-of operation. (schedule of events)
- Go-to man/woman for any technical questions.
- Be present at and support all Colleges Against Cancer Events.

Finance Chair (1)

- Responsible for acquiring funds for the club via SGA including:
 - Create budgets with appropriate chair.
 - Submit budgets to SGA
 - Attend and represent CAC at SGA budget allocation meeting.
- Responsible for keeping track of all purchases as well as making sure the club doesn't over spend and go into the red.
- Submit all Credit Card requests including:
 - Pick up the credit card
- Ensure all chairs follow the proper protocol when dealing with an Ithaca College credit card.
- After each event, the finance chair writes up a financial report citing.
- Be present at and support all Colleges Against Cancer events.