## Co-Director (2 people)

Planning events, running monthly meetings, managing the BFC inbox, recruiting members and volunteers—this is the big one! Matt and Chris will be sure to give a robust orientation to whoever takes this on and make sure they have all they need to succeed. Time commitment varies by season and event. Average 1-2 hours per week, but during busy times could be up to 8 hours per week. This work can be divided between the co-directors however works best.

## Sponsorship/ Fundraising (1 person)

Contacting sponsors for event donations and ads in the monthly newsletter. Keeping track of those sponsors and invoicing them. Time commitment generally 1-2 hours per month, can be more like 3-4 hours during the months of major events.

## **Dad's Night Out Coordinator** (1-2 people)

Plan and attend monthly get-togethers for BFC dads to connect and have some fun. Less than 1 hour of planning per month.

## **BFC Night Out Coordinator** (1-2 people)

Plan and attend monthly events for BFC caregivers to get together away from the kids. Less than 1 hour of planning per month.