

River City Raas 9.0

Board Position Responsibilities

Below are the responsibilities for each board member that will be selected for the Executive Board of the 8th annual River City Raas. General board member expectations will be discussed upon selection. Please reach out to rivercityraas@gmail.com if you have any questions!

1. Finance Team (3-4)

- a. Work with directors to create a budget for the year that considers all committees and positions
- b. Work together to raise money for RCR
- c. Track all competition revenues/expenses and make sure each committee adheres to the budget
- d. Recruit sponsors and seek outside sponsorship opportunities
- e. Set up and facilitate fundraising events

i. Sponsorship Committee (2):

1. Assist finance board in organizing official sponsors for the competition. This can include monetary sponsorships and/or food/beverage/clothing sponsorships.
2. All proposals and negotiations should be confirmed by directors.

2. Hospitality (3)

- a. Decorate team rooms, make gift baskets, posters, etc.
- b. Organize snacks for teams
- c. Food accommodation for the weekend
- d. Select team gifts and swag

i. Hospitality Committee (>5)

1. Help decorate rooms
2. Helping to deliver food and beverages on time to teams
3. Assisting in picking up and sorting food and merchandise

3. Mixer (3)

- a. Decorate mixer room to match theme
- b. Brainstorm creative mixer games to match theme
- c. Create a line-up reveal (double blind)
- d. Work with directors and logistics to assign board members responsibilities for mixer

i. Mixer Committee (>5)

1. Help with building games
2. Help decorate mixer venue
3. Assisting in facilitating mixer during show weekend
4. Be present during mock mixer

4. Head Liaison (2)

- a. Responsible for creating and training a team of liaisons who will be knowledgeable on the logistics and hospitality of the entire weekend for their assigned team
- b. Efficiently communicate with logistics chairs throughout the weekend about liaison and team

whereabouts

i. Liaison (16 competing, 3 exhibition, 5 floating)

1. Bond with teams
2. Be available to assist teams in any way
3. Ensure your assigned team is following the schedule
4. Be in constant communication with head liaisons, directors, and logistics chairs during the whole weekend

5. Logistics (2)

- a. Create an efficient logistical plan for the competition weekend
- b. Create schedules for board members, committee members, liaisons, and teams to ensure a smooth weekend
- c. Organize transportation for teams
- d. Organize hotel for competing members
- e. Find and organize mixer venue for the pre-show mixer event
- f. Responsible for assignment roles for board members, liaisons, and **floating liaisons**

6. Registration (2)

- a. Communicate with teams regarding the competition
- b. Assemble all team items at each stage of registration and pass on to the respective committees

7. Social (1)

- a. Find a venue for the after party, which will be around 11 pm to 3 am
- b. Communicate with venue on how teams will effectively enter and leave the venue
- c. Communicate with the official RCR DJ for after party music
- d. Create a game plan with directors and logistics to ensure efficient transportation from hotel to after party and vice versa

8. Judging (1)

- a. Recruit and select elite judges for the competition
- b. Host a judges brunch on the Saturday of the competition and conduct a mock deliberation
- c. Organize a panel for audition video judging

9. Marketing (2)

- a. In charge of all social media posts once approved by directors
- b. Responsible for the promotion and marketing of the competition
- c. Responsible for creating official lineup video with help of directors

10. Tech (1)

- a. Responsible for making sure all team mixes, intro videos, and lighting cues are correct and ready for competition day
- b. Make a tech schedule for the competition (lighting cues, curtain calls, music, etc.) and work with the venue to ensure all cues are followed
- c. Figure out communication between venue audio/venue committee and team captains if

necessary

11. Show (1)

- a. Organize emcees and work with them on the show script and the flow of the show
- b. Be a point of communication for prop set up and prop breakdown
- c. Work with the logistics chairs on backstage flow and organization

