

2025 HOMECOMING COMMITTEE POSITION DESCRIPTIONS

The Homecoming Committee member positions are volunteer positions that are an extension of Union & Involvement Services. These positions require anywhere from one to six hours per week and up to twenty (20) hours during Homecoming Week. It is expected that committee members will work on their own projects/tasks outside of meetings each week. The Homecoming Committee Advisor has the authority to replace committee members if they feel that the member(s) are not fulfilling their role and job responsibilities as a committee member.

The U&I ***views each committee member as a critical part of our team*** and expects each member to represent themselves, the U&I, the committee, and Homecoming in a positive and professional manner. We anticipate that each student will provide the campus and the community with thorough information about Homecoming activities while upholding University standards. During your experience, we will work with you to build critical skills and help you develop professionally.

General Committee:

Personal Expectations

- Maintain open communication with the committee, the coordinator, campus and the community
- Be accountable to one another and to the responsibilities of your position
- Be professional, ethical and courteous
- Create and maintain support as a team
- Maintain a healthy and balanced lifestyle
- Have fun as a committee and learn something new as an individual or a team
- Display a personal commitment to individual and team success
- Ask questions when information is unclear

Professional Responsibilities

- Attend and report to all meetings and events as scheduled
- Provide assistance in selecting an appropriate Homecoming theme and philanthropy
- Stay informed and aware of all decisions made – read meeting minutes and pertinent emails
- Respond to all emails and questions in a reasonable amount of time (12-24 hours during the week of Homecoming and 24-48 outside of Homecoming week)
- Assist with sales and order fulfillment for organizations, campus departments and individuals
- Aide in the set up and tear down of all Homecoming activities
- Maintain all electronic copies of documents and evaluations for transition to future members
- Aide in any other tasks assigned by the Homecoming Coordinator and Advisor
- Assist with the evaluation process and wrap-up of Homecoming
- Participate in committee decision-making, problem-solving and conflict resolution on issues related to specific events and the overall planning process
- Identify and recruit individuals to help with miscellaneous Homecoming events
- Assist with the coordination and creation/distribution of all event programs and tickets

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PUBLIC RELATIONS COORDINATOR:

- Work closely with the committee, U&I outreach team, advancement, and public relations office to coordinate Homecoming publicity of all events via social media, websites, newspaper ads, radio stations, television, chalking, press releases, requests for campus photographer and videographer, etc.
- Maintain and record all budgetary expenses for PR (Posters, promo items, advertisements)
- Check the website regularly to ensure all materials are current and accurate
- Oversee incorporation of the Homecoming theme into publicity and the website
- Work with Truman media outlets and implement a link on TruView and the master Calendar
- Videotape/photograph events and coronation; duplicate and distribute copies as determined by committee
- Serve as the Homecoming historian – compile documentation and photos into a shared Google Drive for record keeping
- Responsible for advertising via promotional items and distributing all promotional items across campus
- Responsible for “Thank You” letters to all sponsors, community donators and collaborators of Homecoming
- Work closely with and maintain positive relationships with all Homecoming Committee members, Advisors, Advancement, Public Relations, Publications, CDI, ResLife, CIS, ITS, Media Services, Printing Services and other campus-wide departments
- Coordinate all social media efforts
- Video – promo videos and wrap up video

EVENT COORDINATOR(S): (open for up to 2 positions)

- Coordinate Kick-off and other events throughout the week
- Serve as a liaison to SAB and other appropriate campus partners for Homecoming events
- Coordinate the planning, implementation and evaluation of events and work closely with philanthropy coordinator
- Coordinate event(s) set up, event(s) itself and event(s) tear down
- Coordinate return of all rented / borrowed items immediately following each event
- Maintain and record all budgetary expenses for events – budgets will be given to each event group by directors
- Provide all details, rules and information for the organization liaison packet
- Maintain good communication of event information to all committee members in a timely fashion
- Work with PR Coordinators to promote/advertise events
- Create sufficient informational material, support resources, guidelines and forms, and event rules for the organizations and individuals participating and competing in the Homecoming events in order to ensure successful, safe and well-attended events
- Develop a timeline of the event and a list of needs
- Coordinate all needs of event set up with Advisor, Coordinator Physical Plant, and U&I Client Management
- Maintain good communication of event information to all committee members, organizations, collaborators, and athletic teams in a timely fashion
- Provide a risk management plan for each activity sponsored by the committee

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PHILANTHROPY COORDINATOR:

- Coordinate all philanthropic efforts
- Meet and coordinate with the leaders of the philanthropy organization chosen by the committee
- Schedule and coordinate the introduction of philanthropy during Homecoming week
- Maintain and record all budgetary expenses for philanthropy related costs – budgets will be given to each event group by directors
- Develop and maintain a system to track and safeguard all incoming philanthropy monies – work with Advisor, Coordinator & chairs
- Coordinate the planning, implementation and evaluation of philanthropy event(s)
- Assist with the counting and totalling for penny bucket collections

CEREMONY COORDINATOR (COURT & AWARDS):

- Develop a timeline of the event and a list of needs
- Work with coordinator on location and committee responsibilities for the events
- Coordinate event set up, event itself and event tear down
- Work with the U&I on the Pep Rally and any / all collaborators who the committee chooses to work with
- Maintain and record all budgetary expenses for ceremony related costs – budgets will be given to each event group by directors
- Maintain good communication of event information to all committee members, organizations, collaborators, and athletic teams in a timely fashion
- Coordinate the student and faculty royalty selection/election process (incl. application process documents)
- Work with PR Committee to promote/advertise court --Coordinate the guidelines, handbook and forms for Homecoming Court
- Coordinate student court selection committee and Coronation judges and pertinent documents
- Assist Coordinator with online nomination/election process
- Coordinate selection and purchase of sashes and crown/tiara for court as budget allows
- Maintain good communication of event information to all committee members and organizations
- Coordinate the ordering and distribution of all trophies, certificates and other awards

LIPSYNC COORDINATOR(S): (open for up to 2 positions)

- Develop a schedule for organization rehearsals based on allotted room reservations
- Work with organizations to assure that all safety releases are signed and maintained
- With the help of committee, identify a tagline for Lipsync and write prompts associated with it
- Coordinate Lipsync run through, dress rehearsal, and the final event
- Serve as a liaison between the Homecoming Committee and Baldwin Hall Auditorium Director to coordinate run-throughs, rehearsals, and final events.