



Walk Committee Member Overview

(see below for individual role descriptions)

Summary for 2023 Walk Committee Members:

Each NILMDTS Remembrance Walk Committee will work in collaboration with their own State committee, other State committees and NILMDTS team members to ensure a meaningful and well organized Walk is presented in their own State. Committee members will each have their own responsibilities, but will also work collaboratively with their own committee on specific responsibilities.

Requirements:

- Be available to be at the Walk for the entirety of the Walk.

Time Commitment:

- Depending on the role, 1-5 hours a week once planning starts. Then 10-20 hours a week in the two weeks preceding the Walk.

Responsibilities:

- Participate in State Walk meetings as well as committee members from other Walks.
- Participate in all State specific meetings.
- Report to the Walk Committee Chair.
- Be willing to be held accountable by the Walk Committee Chair for meeting all deadlines.
- Give input on the Walk location, schedule, remembrance activities and other aspects of the Walk.
- Contribute to marketing and promoting the Walk to the community, hospitals, media and through other avenues as assigned within your committee.

Apply [here](#)

Contact: mzoellner@nilmdts.org & slisco@nilmdts.org



COMMITTEE POSITION:

Walk Committee Chair

Summary:

The Walk Committee Chair is responsible for planning and execution of the entire Walk. They are the primary communicator with NILMDTS staff and the leader of the committee at their State Walk.

Requirements:

- Willing to lead meetings
- Willing to lead their committee by delegating, organizing and work with their fellow Walk Committee to get walk tasks accomplished

Time Commitment:

- 1-5 hours a week once planning starts. Then 10-20 hours a week in the two weeks preceding the Walk.

Responsibilities:

- Oversee the entire event by working with NILMDTS staff to execute the entire Walk.
- Lead your State Committee meetings, including developing an agenda.
- Following up and ensuring all committee members are meeting the requirements of their specific timeline.
- Work with NILMDTS for all on site visits and communication with the Walk location, including permitting and other site responsibilities.
- Work with the committee and NILMDTS to invite on-stage guests.
- Work with the committee to create and maintain a revolving list of media, PR and marketing contacts to promote the Walk.
- Assist in the creation of press releases by helping NILMDTS find specific stories to highlight.
- Distribute press releases to local media.
- Ensure all supplies are purchased.
- Ensure all supplies are brought to the Walk.



COMMITTEE POSITION:

Family Liaison

Summary: The Family Liaison will have direct interaction with all families registering for the Walk. The ideal person in this role must be a strong communicator, be compassionate and be extremely detail oriented. This role requires 5-10 hours per week from when registration opens and when we have printing deadlines, they must be available to volunteer up to 15- 20 hours in those weeks. In addition to the regular application process for this position, you must be willing to take a short test to see if you have the accuracy skills that we need to ensure every baby name is correct.

Requirements:

- Be willing to report to the Walk Coordinator weekly what families have been reached out to.
- Must have strong follow up skills to reach out to families if you do not hear back from them.
- Ability to be a strong listener with compassion as many of these families may want to share their story via phone or email.

Time Commitment:

- This role requires 5-10 hours per week from when registration opens, but can be up to 15- 20 hours the weeks we have printing deadlines

Responsibilities:

- Ensure all baby names are included and spelled correctly along with the correct dates in all appropriate places.
- Reach out to families upon registration to ensure the correct spelling of their baby(ies) name(s) and ensure the correct date(s).
- Once registration closes, send out an additional email to double check the spelling of the baby(ies) name(s) and the dates.
- Work between the graphic designer and each family to ensure their signs and tribute pages are accurate.
- Encourage those with Tribute Pages to achieve each fundraising level.



COMMITTEE POSITION:

Volunteer Lead

Summary:

The Volunteer Lead ensures an adequate number of volunteers the day of the Walk. They must be someone who can energize people to get involved as a volunteer. They must also be a strong leader and communicator. Must be available to manage and lead all day of event volunteers from check-in to check-out process.

Requirements:

- Participate in Walk Committee meetings.
- Recruit volunteers.

Time Commitment:

- 1-5 hours a week once planning starts. Then 10-20 hours a week in the two weeks preceding the Walk.

Responsibilities:

- Coordinate volunteer schedule – factoring in event needs and volunteer availability using volunteer scheduling procedures.
- Communicate with volunteers - immediately upon their sign up, prior to the Walk with a description of their assignment and at the Walk.
- Communicate with all on-stage volunteers (presenters) - collect their bios and pictures, communicate times and location, give them the baby name information once completed by the Family Liaison.
- Lead the registration process of the Walk.
- Ensure all volunteers and on-stage presenters have water and snacks.
- Ensure all volunteers have volunteer t-shirts.
- Thank all volunteers and presenters with a thank you card and whatever else we designate to give them to show our gratitude.
- If we have a gift bag for participants, coordinate the assembly of the bags and ensure they arrive at the Walk.
- Check in and check-out volunteers at the event.
- Present Event Day volunteers with a certificate of appreciation at check-out.
- Follow post-event procedures to record actual volunteer attendance.
- Thank all volunteers via email immediately following the event (template provided by HQ).



COMMITTEE POSITION:

Sponsorship and Resources Lead

Summary:

Recruit in-kind and financial sponsors, build business and community partnerships, and engage other nonprofits for resources. This position must be someone who is comfortable asking for money and donated items.

Requirements:

- Recruit other organizations for the Resource Pavilion - an area with like-minded organizations who will provide information about their organization/service to event participants
- Secure financial partners.

Time Commitment:

- 1-5 hours a week once planning starts. Then 10-20 hours a week in the two weeks preceding the Walk.

Responsibilities:

- Generate lists with potential sponsors and resources.
- Reach out to all past sponsors and resources to come back.
- Secure in-kind donations.
- Ensure all financial and in-kind sponsors receive all recognition in the agreement, which means collecting their assets and working with the graphic designer to ensure they are all listed correctly in all printed and online materials.
- Communicate with the Walk Chair about the number of tables and chairs needed in the Resource Pavilion area.
- Be the main point of contact for Sponsors and Resources on event day.
- Be responsible for Resource Pavilion set-up, tear-down and work with Resource Pavilion volunteers during the event.
- If additional volunteers are needed to assist in the Resource Pavilion area on walk day work with the Volunteer Liaison to request additional support.