

NOVAdance Committee Positions 2018

NOVAdance Committee is divided into five unique subcommittees: Development, Human Resources, Logistics, Public Relations, and Recruitment. Within these subcommittees we have chairs and assistants who work in tandem to accomplish their specific committee's goal. Throughout the year all of committee collaborates together to ensure the success of NOVAdance 2018 in both fundraising and in service of our B+ Heroes.

Development

The Development Committee is responsible for the overall success of NOVAdance's fundraising mission. Chairs and Assistants work in tandem to raise money to fight childhood cancer while the entire subcommittee collaborates together to create an understanding and awareness of the purposes of NOVAdance's fundraising efforts.

Accounting Chair

- Responsible for financial tracking and planning
- Updates running total of online and offline donation as well as capital spent and our return on investment
- Also in charge of ensuring all cash donations are handled securely
- Accounting or Finance Major/Minor is preferred, but not mandatory

Accounting Assistant

- Works with Accounting Chair in all duties listed above
- Accounting or Finance Major/Minor is preferred, but not mandatory.

Canning Chair

- With the permission of local businesses and in compliance with local ordinances we spread the word of NOVAdance, the B+ Foundation, and childhood cancer while politely soliciting donations
- Common tasks include
 - Organizing trips including volunteers, transportation, and locations
 - Developing a calendar of canning trips for the semester
 - Bringing a fun and positive attitude to each trip

Canning Assistant

- Works with Canning Chair in all duties listed above

Corporate Sponsorship Chair

- This position is the main point of contact between local business and organizations

- Common tasks include
 - Connecting with local businesses to form fundraising partnerships
 - Tracking relationships across multiple committees to ensure streamlined communication
- VSB student is preferred, but not mandatory

Corporate Sponsorship Assistant

- Works with the Corporate Sponsorship Chair in all duties listed above

Special Events Chair

- Responsible for planning and executing all non-weekly fundraisers
- Works closely with Villanova Administration to gain approval for all events
- Thinks creatively of different fundraisers to implement throughout the year
- Works closely with Hospitality Chair and Assistant to plan Restaurant Week(s)

Special Events Assistant

- Works with the Special Events Chair in all duties listed above

Stewardship

- Works closely with Corporate Sponsorship Chair and Assistant to maintain positive relationships with corporate sponsors and online donors
- Common Tasks include:
 - regular communication with current supporters
 - spreading the NOVA dance message
 - communicating the latest updates with NOVA dance and B+ Heroes

Human Resources

The Human Resources Committee handles all things related to NOVAdance's most important asset – its people! The main goal of the committee is to strengthen inter-campus relations between NOVAdance and other campus organizations. The HR Committee leads the Morale Committee, Sidekick Program, B+ Hero Family Relations, and Internal Relations processes.

Morale Committee Chair

The Morale Committee Chair is the head coordinator of Morale Committee (MoCo). NOVAdance is seeking someone with a collaborative strategic vision for the MoCo moving forward. The MoCo Chair is responsible for:

- Educating students about MoCo program & what it entails
- Leading the marketing effort with the goal of informing every Villanova student knows about MoCo & what it entails
- Coordinating with the Recruitment chairs to grow MoCo to meet specific goals as laid out by the Executive Directors
- Developing and implementing a system for holding MoCo accountable for attendance and fundraising
- Serving as the point of contact for all MoCo and other committees throughout the year

Morale Committee Assistants

The MoCo Assistants will work with the MoCo Chair to accomplish his/her responsibilities listed above. The MoCo Assistant will be the point of contact for all MoCo on day of the event.

Sidekick Chair

The Sidekick Chair is the head coordinator of the Sidekick program for freshmen students. We are seeking a high energy, passionate, approachable person with strong leadership and organizational skills. The Sidekick chair is responsible for:

- Leading the marketing effort with the goal of informing every Villanova freshman about the Sidekick program & what it entails
- Holding information sessions about the Sidekick program that are engaging and full of energy
- Heading the Sidekick recruiting process, evaluating prospective Sidekicks on a basis of criteria developed by Co Executive Directors and HR Director
- Communicating with other committees to assign the Sidekicks with tasks that are useful and meaningful to NOVAdance as an organization
- Holding Sidekicks accountable for attendance and fundraising
- Fostering engagement and passion for NOVAdance so that every single Sidekick wants to be considered for a position on committee next year

Sidekick Assistants

The Sidekick Chair Assistants will work with the Sidekick Chair to accomplish his/her responsibilities listed above. In addition, the Sidekick Chair Assistant will perform administrative and recording tasks as needed by the Sidekick Chair, assist in planning Sidekick bonding events. It is crucial that the Sidekick Chair Assistant will engage in overly open communication with Sidekick Chair.

Family Relations Chair

The Family Relations Chair will serve as the head point of contact for all things relating to the B+ Heroes. This position is ideal for a compassionate, dedicated individual with outstanding communication skills and team-oriented mentality. The Family Relations Chair must be comfortable around children, particularly physically ill and/or disabled children and understand the importance of ongoing communication with Heroes and their families. The main responsibilities of the Family Relations Chair include:

- Reaching out to families throughout the calendar year using appropriate language and means of communication
- Coordinating with fundraising to invite Families to on-campus events
- Coordinating committee members to attend events relevant to each Hero, on or off campus
- Coordinating the pairing process for Heroes and on-campus organizations
- Ensuring that all organizations are informed about Best Practices for their partnership
- Planning all aspects of Hero-centric Holiday Parties (idea generation, logistics, implementation)

Family Relations Assistant

The Family Relations Assistant will work WITH the Family Relations Chair in all duties listed above, particularly:

- Assist in Holiday Party planning
- Serve as alternative point of contact for Families during on-campus events
- Holding on-campus groups accountable if they are paired with a Hero
- Work with family liaisons for the paired on-campus organizations

Internal Relations Chair

The Internal Relations Chair works closely with committee as a whole to keep them organized, ensure information transparency, and to refocus committee. The Internal Relations Chair is responsible for:

- The upkeep and organization of NOVA dance Committee documents and facilitating open communication of committee
- Maintaining and promoting the internal culture of NOVA dance and assisting HR Director to establish unity across committee

Logistics

Logistics' primary responsibility is the day of the NOVAdance Marathon. The entire 12 hour event is up to this committee. Logistics members must ensure their position's responsibilities are planned in advance while also collaborating as a team to create the best experience for the B+ Heroes and the Students.

Hospitality Chair: The Hospitality Chair coordinates all day of needs regarding food, drink, and transportation for committee, Sidekicks, Dancers, B+ Heroes, their Families, and all attendants. The Chair specifically:

- Will work with Special Events Chair to coordinate restaurant weeks throughout the year
- Will reach out to local businesses to solicit donations and then coordinate pick-ups and deliveries for the day of the event.
- Will be coordinate the snacks for the event and the Hero Room.

Hospitality Assistant (2)

- The Hospitality Assistants will work WITH the Hospitality Chair in all duties listed above, particularly:
 - Donor relationship management
 - Data tracking and administrative duties

Operations Chair: The Operations Chair is the point of contact for all facilities on the day of the event to make the event run smoothly.

- Responsibilities include: ordering equipment, working with VU Tech, facilities, and anticipating any other needs for the day.

Entertainment Chair: The Entertainment Chair is responsible for the coordination of the master NOVAdance schedule including on and off stage entertainment, music, and new ideas to create a fun and constantly exciting event.

Entertainment Assistant (2)

- The Entertainment Assistant will work WITH the Entertainment Chair in all duties listed above, particularly:
 - The music and the steps to the hourly line dance
 - Volunteer scheduling
 - Organizing the lip sync battle
 - Decorations for the day of the event

Public Relations

All committee members on the PR team should work towards the goals of the PR team at large as well as focusing on the purpose of NOVAdance as a whole. This committee is a cohesive and creative group of people that aims to market awareness of NOVAdance and its meaning to the average Villanova student. These ideas do not have to be within the normal scope of the committee's responsibilities.

Graphic Design Chair and assistant

- Design creative and effective NOVAdance collateral including flyers, banners, cover photos, Snapchat filters, and more

Photography Chair and assistant

- Photograph all NOVAdance events
- Edit photographs to be used for social media and the NOVAdance webpage and organize them appropriately
- Organize photographers to take photos on the day of the NOVAdance marathon

Videography Chair

- Conceptualizing, recording, and editing videos for the NOVAdance YouTube page that center around the Hero-focus of NOVAdance
- Organizing a team of people to film on the day of NOVAdance

Social Media Chair and assistant

- Manage branded content across all of NOVAdance's social media platforms including Facebook, Twitter, and Instagram
- Create event pages on Facebook and make sure it reaches a majority of the Villanova community
- Develop messaging strategies

Publicity Chair

- Contact on and off-campus organizations for coverage of NOVAdance
- Run price estimates of all apparel
- Write articles about NOVAdance and/or recruit people to write articles of NOVAdance experiences to be shared on the official website and social media

Alumni Outreach Chair and assistant

- Become a point of outreach and contact for Villanova alumni
- Draft a NOVAdance Alumni Newsletter
- Create alumni events that will form a tangible link between alumni and NOVAdance as an organization

Recruitment

The Recruitment Committee members serve as liaisons between NOVAdance and the Villanova Community, striving to engage all segments of the student body For The Kids. Our Committee plays an integral role in ensuring that participation/fundraising runs smoothly leading up to and at our actual event by working hand-in-hand with the many organizations across campus, which we've divided into the categories of Athletics, On Campus and Greek Life. We are looking for various committee members to lead each of our three organization sub-groups!

Committee Members will serve as the primary NOVAdance contacts for their specific segment of organizations. They will be responsible for holding bi-weekly meetings with Team Captains (representatives from each of the different organizations on campus) in order to educate these individuals about assorted fundraisers and events throughout the year and to assist these individuals in relaying that information back to their respective organizations. Additionally, and most importantly, they'll do their best to motivate Team Captains to sign up as many of their members as possible for our event and to donate to our cause.

Athletics Co-Chairs (2)

- Responsibilities include
 - Tasks listed above
 - Working the athletic program coordinator to build a lasting relationship between NOVAdance and Villanova Athletics
 - Relaying info at monthly athletic team captain meetings and building relationships between different teams and NOVAdance
- Most importantly, these chairs have to be outgoing with a building if not existing relationship with athletics in general

Greek Life Co-Chairs (4)

- Responsibilities include
 - Tasks listed above
 - Working with IFC and Panhel
 - Recruiting students to be involved in NOVAdance based on their Greek Life involvement
 - Engage unresponsive chapters in unique ways

On-Campus Co-Chairs (2)

- Responsibilities include
 - Tasks listed above
 - Forming fundraising partnerships with on-campus organizations
 - Recruiting students to be involved in NOVAdance from an organizational angle