

ALBANY UU SERVICE OPPORTUNITY DESCRIPTION

Service Opportunity Name/Title: Wine & Cheese Fun(d)raiser Team Coordinator

Service Opportunity Brief Description:

The Team Coordinator is responsible for the logistics and organizing of a Wine & Cheese Fun(d)raiser in March each year. The 'd' is in parentheses in order to emphasize the fun aspects of this fundraiser.

Service Opportunity Detailed Description:

Each year, starting in December, the Committee Coordinator organizes three or four meetings over the three months leading up to the fundraiser, in order to come up with a theme for the event, and to organize a wine and cheese tasting party for 50-75 attendees, who pay \$30 per person for an evening of tasting and conversation.

The Committee Coordinator is responsible for organizing the agenda, taking notes and typing up and distributing the notes to members. Members bring wines to these meetings to taste, discuss, and choose which wines and cheeses will be part of the event. During the last month leading up to the event, members sign up attendees during coffee hour, and help with publicity. The day of the event, committee members are responsible for setting up and decorating the room.

All committee members, including the coordinator, are expected to purchase a bottle or two for all the members to taste at their meetings, at a total cost of \$15-20. In addition all members are expected to pay the \$30 cost of attending the event.

The coordinator is responsible for handling the money raised, for paying any expenses out of the money raised, and for keeping track of all the transactions.

After the event, usually in early March, the Coordinator schedules one last meeting of the committee for the year, a post mortem meeting to debrief the event. The coordinator final task is to submit a description of the committee's activities for the year, to be included in the church's Annual Report that comes out in May.

Length of Service Commitment: 2 years

This opportunity will enable you to enjoy the comradery of planning meetings where wines and cheeses are tasted, discussed, and evaluated. You are the driving force behind a creative enterprise that benefits the church financially and provides an evening of entertainment and fun for the church community.

Skills Needed:

All committee members should have an interest and curiosity about wines and cheeses, though no particular expertise is required. The Coordinator should, in addition, have the organizational skills to make sure the event is successful.

Training, assistance, and safety requirements:

The previous coordinator is available to help the new coordinator get comfortable with the job.

Number of positions available: 1

Key words: fundraising