

## March of Dimes & Zeta Phi Beta Sorority, Incorporated Suggested Stork's Nest Committees

<b>Committee</b>	<b>Roles and Tasks</b>
<b>Management</b>	<ul style="list-style-type: none"> <li>· Manages day-to-day operations of site (bookkeeping, finances, etc.)</li> <li>· Secures insurance and tax-exempt status</li> <li>· Generates quarterly financial and inventory reports</li> <li>· Develops client registration forms and procedures</li> <li>· Develops incentive distribution forms and procedures</li> <li>· Develops point system for redeeming incentives</li> <li>· Liaison with Zeta and MOD chapters and national offices</li> </ul>
<b>Fund Raising</b>	<ul style="list-style-type: none"> <li>· Coordinates fund-raising events</li> <li>· Maintains donor files, corresponds with donors</li> </ul>
<b>Building and Equipment</b>	<ul style="list-style-type: none"> <li>· Secures facility and needed equipment (AV, etc.)</li> <li>· Oversees facility maintenance, including cleaning and security</li> </ul>
<b>Community Relations</b>	<ul style="list-style-type: none"> <li>· Recruits and maintains contacts with collaborating provider agencies</li> <li>· Recruits and maintains contacts with program clients</li> </ul>
<b>Personnel</b>	<ul style="list-style-type: none"> <li>· Recruits, schedules and supervises volunteers to work at the Nest site</li> <li>· Trains new volunteers on procedures for registration and incentive distribution</li> </ul>
<b>Incentive</b>	<ul style="list-style-type: none"> <li>· Secures and collects incentive merchandise</li> <li>· Sorts, catalogs, labels, displays merchandise</li> </ul>
<b>Education</b>	<ul style="list-style-type: none"> <li>· Coordinates prenatal education sessions</li> <li>· Recruits and trains session facilitators</li> <li>· Orders and maintains supply of educational materials</li> <li>· Organizes resource library for program participants</li> </ul>
<b>Publicity</b>	<ul style="list-style-type: none"> <li>· Writes press releases and other publicity materials</li> <li>· Contacts media to publicize Stork's Nest opening and Nest hours</li> </ul>
<b>Evaluation</b>	<ul style="list-style-type: none"> <li>· Completes Program Evaluation Form</li> <li>· Oversees submission of program, facilitator and participant evaluation forms to Zeta Phi Beta Sorority, Inc.'s National Headquarters and local March of Dimes</li> </ul>

