

**Campaign Co-Chair Job Description**

The Campaign Co-Chairs are the spokes people of the Campaign. They work in conjunction with the Sustainability Advisory Committee to provide guidance and leadership in the creation and execution of the campaign strategies and activities. The Campaign Co-Chairs are responsible for working closely with other campaign volunteers to ensure progress and follow through on campaign activities. Responsibilities of the Co-Chairs include:

* Attending monthly Sustainability Advisory Committee meetings (3rd Tuesday of each month from 9:30-10:30 AM)
* Oversight of campaign activities
* Recruitment of additional leadership
* Check in with Campaign Captains and progress of their teams
* Development of preliminary prospect lists
* Approving the campaign plan, case statement and supporting operative materials
* Meet with prospects
* Implementation of the campaign plan
* Participation in campaign events
* 3-4 volunteer hours a month during the silent phase of the Campaign (April – August)
* 6-8 volunteer hours a month during the active phase of the Campaign (September – December)