



teamNPF  
cycle  
presented by  
NOVARTIS

# CHAIR

## Fundraising & Teams Chair

### FUNDRAISING & TEAMS CHAIR

#### Description:

The Fundraising & Teams Chair will assist in the following areas:

1. Individuals and Champions
2. Teams
3. Online Fundraising

The Fundraising & Teams Chair will assist with reaching out to registered participants to offer support and encouragement. They will focus on the Champions and ensuring that riders know about the Champions perks. NPF staff will provide updated lists each month. Focus will also be spent on online fundraising, specifically having riders update their personal pages, sending out emails and using the Facebook application.

#### Role:

- Volunteer will send two emails a month - one to welcome new riders, one to stay in communication with assigned riders (*reminders, follow-up, encouragement, etc.*). The Chair and NPF staff will agree upon a specific date as to when those emails will be sent.
- Each email will include NPF staff contact information at the bottom of the email.
- NPF staff will be copied on each email sent.
- Chair will report out at each committee meeting.
- Recruit additional volunteers to serve on committee.

Time Commitment: Approximately 8-10 hours per month, with additional hours needed two months before event.