



EXECUTIVE COUNCIL MEMBER

Job Description

Executive Council members have a responsibility to the VALETR to ensure its success and continuation by assisting with the operation and vision of the VALETR.

Responsibilities:

1. Regularly attend Executive Council meetings
2. Attend Region meetings when appropriate
3. Assist in the recruitment of Region Directors for each Torch Run
4. Assist in recruiting, organizing, promoting and facilitating new agency engagement
5. Provide operational and consulting assistance to Torch Run programs in respective Regions
6. Assist with fundraising and/or organize fundraisers
7. Assist in coordinating Torch Run "leg" in region
8. Assist the Director with VALETR procedure and strategic decisions as necessary
9. Serve on ad-hoc committees as requested by the council and/or Director
10. Work with Region to set goals based on previous year and the State goals
11. Ensure that all departments within Region utilize Torch Run Centralized Accounting System
12. Monitor activities of Region to ensure progress toward established goals