

Safe Kids Sonoma County Executive Board, April 25, 2008

Position	Approximate Time Commitment	Responsibilities
Chair <i>(Marsha Rozell)</i>	2-3 hours/ wk	Attend and facilitate coalition meetings and board meetings, review minutes, consult with coordinator to prepare agendas
Vice Chair	1-2 hour/wk	Attend coalition and board meetings, back-up chair, review minutes
Secretary <i>(Lori Millunchick)</i>	1-2 hour/ wk	Take minutes at coalition and board meetings, type up minutes and send out to members. Prepare agendas with coordinator and chair
Treasurer <i>(Lynn Walton)</i>	1-2 hour/ wk	Track incoming and outgoing expenses of coalition. Prepare monthly reports to share at coalition and board meetings.
Media Coordinator <i>(Dan Villalva and Desiree Poindexter)</i>	1-4 hour/ wk	Develop contacts at local newspaper, radio, and television stations. Assist with development of press releases, invitations to cover, PSAs, etc. Help coordinate media events and do interviews with media.
Fundraising Co-coordinators <i>(Rhoda Halliday and Candice Mann)</i>	1-4 hours/ wk	Explore partnerships with existing/ new partners (meetings and follow-up). Possible grant writing/ fundraising, if interested.
Policy Coordinator <i>(Lonny Haskins and Paul Butkus)</i>	1-4 hour/ wk	Develop relationships with local elected officials and judges. Provide education about Safe Kids and legislation to improve safety.
Bike and Ped Safety Committee Chair	1-3 hours/ wk	Facilitate Bike and Ped Safety Committee meetings. Report out at coalition meetings. Attend board meetings and provide guidance to board.
Falls Prevention Committee Chair	1-3 hours/ wk	Facilitate Falls Prevention Committee meetings. Report out at coalition meetings. Attend board meetings and provide guidance to board.
Child Passenger Safety Committee Chair <i>(Marsha Rozell)</i>	1-3 hours/ wk	Facilitate CPS Safety Committee meetings. Report out at coalition meetings. Attend board meetings and provide guidance to board.
Coordinator <i>(Beth Dadko)</i>	20 hours/ wk	Recruit and retain Safe Kids volunteers. Work with each board member to ensure that group is accomplishing the Principles of Performance. Provide technical assistance to coalition, board, and action teams to facilitate activities.