

**Vision & Management Team Chair**  
**(in conjunction with Management and Vision Team)**

1. Convenes and chairs meetings of both the Vision Team (festival board) and Management Team (festival volunteer staff), determining which agenda items are most appropriate for each of the two teams to address.
2. Supports the individual activities of Program/Relationships/Operations/ Fund Generating Teams and Treasurer in their respective Management Team positions.
3. Ensures budget development, in coordination with the Treasurer, for Vision Team budget approval, as well as ongoing monitoring of revenue and expenses with respect to budget projections.
4. Ensures ongoing capacity for Skylight Festival (e.g. finances, volunteers, paid staff)
5. Establishes and monitors relationships, in coordination with the relationship team chair, with potential partners and key funders.
6. Ensures creation of themes and future directions for the festival and monitors festival activities with respect to the identified themes and directions
7. Ensures the securing and supervision of appropriate paid staff or contract support.
8. Develops and monitors festival planning timeline
9. Conducts an annual evaluation of festival
10. Ensures attention to liability and risk management considerations
11. Provides space and opportunity for worshipping together and relationship building.

**Relationships Team Chair**  
**(in conjunction with the Relationships Team)**

*Note that this is a growing and evolving position that may change in the next year or two. These are the priorities for this position for the 2019 festival.*

1. Convenes and chairs meetings of the Relationships Team.
2. Represents Relationships Team at Management Team meetings.
3. Coordinates and collaborates with the Fund Generating Team on partnerships and sponsor relationships.
4. Coordinates and Collaborates with Volunteer Coordinator
  - Relationships Chair communicates regularly with our Volunteer Coordinator with respect to volunteer recruitment and organization of volunteers
5. Coordinates and communicates with Media Team
  - Relationships Chair will communicate with those working on social media and website
6. Monitors generic Skylight Gmail account, responding and forwarding messages as necessary.
7. Coordinates regular communication with those on the Skylight mailing list, through newsletters, emails, etc.
8. Organizes Display Tables and Complimentary Passes.

**Fund Generating Team Chair**  
**(in conjunction with the Fund Generating Team)**

*Note that this is a growing and evolving position that may change in the next year or two. These are the priorities for this position for the 2019 festival.*

1. Convenes and chairs meetings of the Fund Generating Team
2. Represents Fund Generating Team at Management Team meetings.
3. Coordinates with the Skylight Treasurer.
4. Develops Partnerships and Seeks Funding
  - Along with fund generating volunteers, the Fund Generating Team Chair will seek opportunities to promote Skylight and solicit sponsorship support from a variety of denominations and faith traditions and community organizations.
5. Coordinates and Collaborates with the Relationships Team Chair in forming partnerships with sponsors.