

Healthy Kids Running Series

Volunteer Coordinator Advisory Board Member

Job Description



Brand Promise

Healthy Kids Running Series is a national, community-based non-profit that provides a fun, inclusive, five-week running series for ages 2-14 designed to get kids active, experience accomplishment and lay the foundation for a healthy lifestyle.

For more information, please visit our website at www.HealthyKidsRunningSeries.org.

Position

Voluntary Community Coordinator Advisory Board ("CAB") is a group of current Community Coordinators who will meet with company executives and leadership to discuss business issues that are relevant to the majority of Community Coordinators. The CAB is a structured vehicle for constructive two-way communication between HKRS Leadership and Community Coordinators.

Purpose

The purpose of the CAB is to provide a formal channel of communication between Community Coordinators and HKRS Leadership about such issues as advertising, operations, field support and changing market trends. CAB provides a sounding board to Headquarters for the implementation of new programs and policies before executing these programs and policies system wide. HKRS will solicit suggestions and ideas for improvements to the current business model. It provides a forum for Community Coordinators to voice their mutual issues so concerns can be heard. Through the CAB, Community Coordinators provide advice and input and use the CAB as a vehicle to influence company decisions. Ultimately the final decision-making authority remains with HKRS Leadership.

Format

For the CAB to be effective, both Community Coordinators and HKRS Leadership are required to have an open-minded attitude, actively listen and have respect for different perspectives. The agenda will be focused on the interests of the overall operational system that is HKRS. The focus is to be on finding solutions, setting action plans and delivering results. The CAB will have meeting agendas in place to keep the discussions on track.

Board Terms/Participation

HKRS' CAB Members will serve a one-year term and be eligible for re-appointment at HKRS Leadership's discretion for one additional term. CAB members will be required to participate in and/or attend four (4) half-day quarterly board meetings. Any committee meetings will be held in coordination with full CAB meetings. Additionally, CAB members are expected to attend the potential for two additional calls as needed throughout the year.

Tentatively Scheduled Meeting Dates:

Term 1: November 14, 2019; January 24, 2020*; April 16, 2020 & August 20, 2020

Term 2: November 12, 2020; January TBD*; April 15, 2021; August 19, 2021

*January meetings will be held in conjunction with the Community Coordinator Conference and require your in-person attendance. HKRS will cover travel and hotel expenses to attend the conference for CAB members.

Service on HKRS' Volunteer CAB is without remuneration, except for pre-approved administrative support, travel and accommodation costs in relation to Board Members' duties.

Apply

Community Coordinators interested in participating are encouraged to complete the online Application Form [Located Here](#) no later than Friday August 16, 2019 at 5:00PM.

It's HKRS' intent to have a seven- or nine-member CAB which will feature a minimum of one representative from each of the following four regions: Pennsylvania Region, Northeast Region, Midwest/South/Florida Region and West Region. It's our goal and intent to make this a diverse group of individuals committed to supporting our mission, vision and team.

Based on initial interest and feedback, HKRS Leadership will offer CAB positions based on several metrics including, but not limited to experience level, geographic location, participant survey results, professional background/expertise, as well as those we feel are leaders within the Coordinator Community.