



Relay For Life Team Chair Role Profile

Why we need you

Cancer Research UK is seeking a committed individual to lead the recruitment and management of teams for their community's Relay For Life. There would be no event without teams or team fundraising so your recruitment of teams and the relationships you build with team captains is vital to ensure that Relay is successful year after year. A lively and persuasive person is needed to inspire teams to take part in Relay and to help team captains encourage their teams to raise as much money as possible to help Cancer Research UK beat cancer.

The event is focused on a relay where team members take turns completing an activity, whether that be walking laps of a track, through a park or some other challenge, to show that step by step, we're beating cancer. Every Relay For Life includes games and music from local performers, and a Candle of Hope ceremony to give us a moment to reflect and honour everyone affected by cancer.

What will I be doing?

- Actively recruiting teams from the community prior to the Relay event. Recruitment could include emails, letter writing, phone calls and oral presentations as well going out into the community and sourcing potential teams.
- Encouraging and supporting all committee members in recruiting teams
- Recruiting a sub-committee to help you recruit teams.
- Ensuring all teams are registered and have everything they need to raise funds and prepare for the Relay.
- Contacting teams once they have registered online.
- Encouraging your teams to fundraise as much as possible in the lead up to your event.
- Planning and holding regular team/team captains' meetings and a bank night with the Accounting Chair to ensure all funds are donated.
- Looking after teams on the day of the event

- Nurturing and supporting recruited team captains after the event to ensure they return next year
- As a representative of Cancer Research UK you will uphold the vision and purpose of the organisation at all times.

What skills do I need?

- You need to be resourceful and imaginative in where and how you recruit
- You need to feel comfortable speaking in public
- You should be persuasive and enthusiastic about Relay For Life, in order to inspire others
- You should have good organisational skills
- You should have the ability to motivate others – supporting and encouraging their efforts
- You will need to be IT literate and own a computer

How much time do I need to commit?

You will need to start actively recruiting team captains as soon as you can prior to the Relay and attend all Relay For Life committee meetings (these will probably be monthly and then weekly as the Relay approaches). You will need to respond to ad hoc enquiries from team captains about their role in the Relay and arrange follow-up activities with them after the Relay. Your role might also include pulling together an itinerary of activity for the teams at Relay and you will need to attend the Relay event to ensure all teams are supported on the day.

What support will I be given?

Although you will be leading on the recruitment of teams and team captains, it is also the responsibility of every other committee chair to recruit teams. As well as being part of an enthusiastic and supportive Relay For Life committee, you will have access to a dedicated Cancer Research UK staff contact with whom you can liaise (via your Event Chair) should you have any queries.

What benefits can I expect?

The Relay itself is a lot of fun and a great way to meet and make friends with people in your community. It is also a great way to practice your existing skills and learn new ones whilst helping Cancer Research UK to raise money to fund science across the UK.

Where will I be based?

This role, more than almost any other on the Relay For Life Committee, will get you 'out and about' within your community. Some of the work involved in team recruitment can be done from home e.g., via email, writing letters and phoning potential team captains. However, you can't underestimate the importance of

meeting prospective team captains face-to-face, being able to explain the event to them in person and inspiring them to become involved.

Every Relay, every team, every Survivor and every pound raised is helping bring about a world where everybody lives longer, better lives free from the fear of cancer.