

## **Fall, 2008-2009 Cincinnati ICO Internal Leadership Roles**

The leadership positions as of September 26, 2008 are:

**Co-Chair/Rick Greiwe** - facilitates steering committee meetings, sets agenda, maintains relationship with agency partner, and coordinates activities of Steering Committee members

**Co-Chair/Joe Sinnard** - manages volunteer paperwork and communication, participant release forms, the Kroger card program and equipment

**Secretary/Kent Lyle** - records and distributes minutes of Steering Committee meetings and secure food supplies for outings

**Treasurer/Mark Guttadauro** - manages ICO checking account and pays bills, prepares annual financial statement and quarterly insurance reports, and reports to National ICO office

**Volunteer Training and Recruitment Coordinator/vacant (Lara Guttadauro)** - manage contact with new volunteers, insure background checks are performed, manage yahoo database, keep track of volunteer requirements (ie, first aid, CARP, ICO OLT). Lara is currently doing background checks and managing the yahoo database.

**Outings Planner/vacant (whole steering committee)** - secure reservations for all outings, evaluate experience and identify new locations

**Youth Leader Development/vacant** - identify youth and meaningful activities for them to participate in outings

**Publicity Coordinator/vacant (Joe and Rick)** - write press releases and contact media for story placement on ICO outings. Write reviews of past outings for Miami Group newsletter. Submit trip dates and descriptions to the Miami Group newsletter editor.

**Web Manager/Donna Loughry** - manage Cincinnati ICO web site.