

<u>MVP Committees Descriptions</u>		
<u>11/21/2025</u>		
	<u>DUTIES</u>	<u>CHAIRPERSON</u>
		<u>COORDINATOR</u>
		<u>EVENT CHAIRPERSON</u>
Public Relations	Responsible for the delivery of a consistent message across all level of MVP social media platform.	Jessica
Shelter and Rescue/food distribution	Will be responsible for the recruitment/selection of S/R. The Chairperson will be the liaison to the S/R.	Elmer/Cathy
Event Development/scheduling	Will be responsible for coordinating and scheduling with the Director all events.	Officers-Patty
Sponsorship	Will seek business and organizations to financially support the MVP mission. To update and coordinate the composure and mailing of the yearly sponsorship letter.	Dave
Baskets	Collect, purchase and solicit items to prepare baskets for fundraising event (Dine and Donate).	Judie
MVP Grant/Emergency Fund	Will create the rules for approving grant requests received by MVP with the chairperson will approve and track. Will meet as needed to modify the grants and/or approval process.	Walter
Entertainment-Pets	Will plan and organize entertainment for pets at events.	Mary
Entertainment-Human/park	Will plan and organize entertainment for humans at park event.	Patty
Technology	Responsible for the design and maintenance of the MVP social media platform.	Jessica
Dine and Donate	To recruit, select, coordinate the Dine and Donate events with the local merchants.	Rick
Membership	Responsible to recruit, induct, appoint mentors and retain the membership of MVP.	Walter
Community Engagement	Solicit, organize and attend community events to promote the mission of MVP	Deb
Apparel	Will supervise design, create, and distribution apparel for MVP.	Jess
Picnic	Will plan, organize, secure food and drink for the yearly family picnic.	Bruce
MVP Office/PSP	Responsible to organize individuals so the MVP PSP Office is staffed on open days.	Deb
Golf Ball Drop	Plan, organize the sale of golf balls and organize the yearly drop.	Kim
WN Crawl for a Cause	Plan, organize within MVP, coordinate with the WN Crawl for a Cause group.	Ashley
Sponsor of the Month	Organize monthly Sponsor photo/select Sponsor of the Year Candidate.	Tammy

Paws Jr.	Will recruit, supervise, organize, and work with the young people participating in PAWS JR. Program	Cheryl
Newsletter	Will collect ideas for articles, write articles and prepare newsletter for distribution.	Mary
On-Going Income	Will supervise the collection of on-going funds from local businesses.	Mary
Communications	Will assist the Director in getting the MVP word to members, etc.	Judie
Give-Away/Gift Bags	Will select items to purchase, handout, prepare, gift bag items.	Cindy
By-Laws	Will collect all items for revision of the by-laws.	Walter
Pet-Treats	Will prepare treat bags of pet goodies for distribution at MVP events.	Cathy
Logistics	Will assist the Event Chairperson in preparing the physical venue for the event.	Len
Logistic-City Liaison	Will serve as a link between the City of Monessen and MVP.	Dee
Birthday Club	Will secure birthday labels and prepare birthday/thank you post cards for mailing.	Tammy
Resource Person	Will have the knowledge of surrendering a pet, adoption, supplies, collection etc.	Elmer
On-Going Pet Supply Collection	To solicit, collect (holiday trees) pet supplies needed by the 4 partnered S/R of MVP	Ashley
Nomination	Will be appointed by the Director, to prepare a slate of Officers for the next year. (bi-yearly)	TBD
Storage Coordinator	Will inventory and keep a record of MVP supplies and equipment.	Walter
Tino's Toys	Will facilitate the planning, distribution of collection boxes for toys and distribute the toys	Ashley
Tickets	Coordinate lotto ticket sale for MVP. Solicit a sponsor to pay for the printing of this ticket.	Elmer
Golf Outing	Will plan coordinate, organize and promote the yearly Golf outing.	Jess
Cornhole Tournament	Will plan, coordinate, organize and promote the Cornhole Tournament	Cathy
Paws in the Park Event	Will plan, coordinate, organize and promote the yearly Paws in the Park and Vendor Show.	Randy