



## **Elder applications subcommittee lead**

Leader: Jenny Wilson

Vetting assistants: Roberta Austin, Jan Royalty, Patty Marx, Maida Belove, and Norma Sax

Purpose: The Elder applications subcommittee lead oversees a team that receives new Elder applications, verifies references, and recommends Elder status to the Elder Committee.

Benefits: Connect with new and old Elder and other Fair family, hear Fair stories, be appreciated, and honor Elders who have put in a lot of time and energy into the Fair.

Lead position is eligible for an earned camping pass.

### Job description:

Receives Elder applications via email, snail mail or in person. Organizes, copies, and distributes the applications to the team. A team member verifies references by email or phone from home and once verified, the lead person receives the completed applications and prepares them for approval by the Elder Committee. An application team member brings newly verified Elder applications to the Elder Committee meeting for approval. A minimum of 5 committee members' signatures are required. Following committee approval, the approved applications are forwarded to the database coordinator for inclusion in the Elder database. The newly approved Elders are sent a Welcome Letter and FAQ sheet. Copies are made of the applications. The Elders Applications Archivist (currently Patricia Van Esso) keeps all original applications in a file and an EC member (currently Michael James Long) keeps copies.

The subcommittee monitors a Google gmail account with email address elderapplications@gmail.com. The Google account is used to archive communications and documents particular to the Elder Applications subcommittee.

Time commitment: The team is active from September through March. Approximate time commitment is 2-4 hours per week.

At least one subcommittee member attends Elders Committee meetings in Eugene once a month October-March to bring applications for approval.

Skills and equipment needed: Strong organizational skills, a friendly disposition, and having a computer, printer, and phone.

2/21/21