

## **NAMIWALKS For The Mind of America**

### **Position Description**

Position Title: Family Team Captain

Works With: NAMI Walk committee

Position Summary: Responsible for recruiting family members and friends to gather pledges and participate in the Walk as a member of their family's team. Most family teams dedicate their participation in the Walk to a loved one who has a mental illness.

#### Major Responsibilities:

- Get a Team Captain's Instruction Folder and follow the team building instructions in it.
- Select a name for our team and complete & return the Team Registration Form that is in the Informational Folder.
- Recruit family members to help you organize your team.
- Attend, with your Assistants, the pre-Walk Kick-Off Luncheon that will be held on Sat. March 19, 2005 at noon. Further information on organizing your Team will be handed out at this meeting.
- Be the first person on your Team to register for the Walk. Registration forms will be given out at the Kick-Off Luncheon. (They will be mailed if you are unable to attend this event).
- Distribute the fundraising pledge brochures to your family members and friends and recruit as many of them as possible to participate in the Walk. (Each walker that is recruited is responsible for gathering their own pledges in support of their participation in the Walk).
- Consider increasing the size of your team by trying to involve your church, company or any civic organizations that you may belong to. (They may form their own team if they'd like to).
- Keep close track of the walkers that your recruit by collecting their registration forms, maintaining a master list of who is walking on your team, and then sending the forms into the NAMI South Dakota office in Huron.
- Communicate often with the NAMI Walk committee and the walkers you recruit for your team. Make sure that everyone knows why raising money for NAMI is vitally important to you and hundreds of other families across South Dakota.
- Lead by example by sending a fundraising letter or email to everyone you know asking them to either participate in the Walk as a member of your team, or to support your participation in the Walk with a donation to NAMI South Dakota. Encourage all the members of your team to write a similar letter or email.
- Design and order a special Team T-shirt that all your walkers can wear the day of the Walk. Having a Team T-shirt is a great way for team captains to thank all of their walkers for their support, and to have their team stand out in the crowd the day of the Walk.
- Follow up with all of your walkers to make sure that they are gathering pledges and will be attending the Walk. Plan activities, such as a pre-Walk breakfast or a post-Walk barbecue that will make the day of the Walk special for the walkers on your team.

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