



October 13, 2011

Brethren,

We recently completed the 7th Annual Race for the Children (RFTC) 5k run in Old Town Lewisville, and are happy to report that the RFTC was again a great success. The RFTC is the principal fund raiser for Lewisville Lodge and has allowed us to distribute thousands of dollars to the Lewisville Education Foundation in the form of scholarships to area high school students. We have also distributed thousands of dollars to the Scottish Rite Hospital for Children in Dallas, and the Vista Academy in Hickory Creek.

Following the RFTC in September, we performed a complete review of the organization of the RFTC team, and assessed areas where we can improve. As a result of this review, along with many thoughts and comments from the brethren, we are implementing a new organizational structure to help manage the major tasks involved in planning and conducting the RFTC each year. Further benefits of the new organizational structure is that it will allow the Lodge Officers, which traditionally have been charged with planning and conducting the RFTC in the past, to once again focus on their primary responsibilities of running our lodge. The new organizational structure of the RFTC will lead to improved continuity year to year as well as help the Lodge meet the strategic goals and objectives of the RFTC. We believe this will grow the RFTC levels of participation from both the runners and our sponsors.

To support and staff the new organizational structure of the RFTC, we are calling on our membership to help fill key positions. We are seeking qualified brethren with the appropriate experiences and skills necessary to ensure the successful growth of the RFTC and meet the strategic goals and objectives the Lodge has set forth.

Brief descriptions of the key positions we seek to fill include but are not limited to the requirements below. We hope to fill these positions by January 2012. The length of terms for these are open and will be part of the discussion as we move thru the process of selecting the brethren.

Committee Chair

The Chair of the RFTC Committee will be responsible for the overall coordination and implementation of the annual RFTC. He will prepare plans and schedules necessary to meet the goals and objectives of the Lodge for the RFTC each year. He will conduct meetings with the various groups and as a Committee in whole as necessary. He will provide status reports to the Lodge as required. His leadership of the committee will be a key to the overall success of the RFTC.

Co Chair- PR/ Media

The Co Chair of the PR/Media group will be responsible for the RFTC website, advertising, design and printing of the RFTC Brochures and Posters and other media material, social media such as facebook and Twitter, and community relations. Develop and implement marketing initiatives to promote the RFTC.

Co Chair- Fundraising

The Co Chair of the Fundraising group will be responsible for all fund raising activities including the development and implementation of a Corporate Fundraising Campaign. He will also be responsible for the Friends and Neighbors Campaign, which is the sponsorship drive we currently employ. He will also be responsible for representing the RFTC and the Lodge when the donations are presented to the designated charities of the RFTC.

Co Chair- Administration

The Co Chair of the Administration group will be responsible for administration activities including: insurance, contracts and purchasing, staffing and recruiting, records and archives, permits, and regulatory compliance.

Co Chair – Operations

The Co Chair of Operations will be responsible for the Race Day Operations and the pre Race logistics, including the design and vendor selection of the t-shirts, awards, medals, gifts-in-kind, food and beverage. He will also be responsible for any third party vendors participating on Race Day. He will be responsible for coordinating with the City for Street closures, Fire and Police activities.

Brethren interested in helping the Lodge with the RFTC and in any of the positions above, should contact me by phone (241-957-2033), or e mail me at tbrowning@davis.com with your expression of interest.

Sincerely and Fraternaly,

RFTC Transition Team

Tim Browning

Tom Sanders