"One Team, One Town, One Family"
Morenci City Offices
118 Orchard Street
Morenci, MI 49256
(517) 458-6828

Volunteer Town & Country Festival Committee Chairperson

Position Summary

The City of Morenci is seeking a dedicated and community-minded volunteer to serve as Chairperson of the Town & Country Festival Committee. The Chairperson will provide leadership and coordination for the planning, organization, and successful execution of Morenci's annual Town & Country Festival.

This is an unpaid volunteer position that offers an opportunity to make a meaningful contribution to the Morenci community, bring residents and visitors together, and help create a fun and successful community celebration.

Primary Responsibilities

The Town & Country Festival Committee Chairperson will:

- Lead and coordinate the Town & Country Festival Committee and its volunteers.
- Schedule and conduct committee meetings and establish agendas as needed.
- Develop an overall festival plan, timeline, and calendar of activities.
- Recruit, organize, and delegate responsibilities to committee members and volunteers.
- Coordinate with City officials, staff, community organizations, businesses, sponsors, vendors, and volunteers.
- Oversee planning for festival activities, entertainment, contests, parades, children's activities, food vendors, and other community events.
- Work with appropriate City personnel regarding permits, safety requirements, facilities, streets, parks, utilities, and other logistical needs.
- Identify and secure sponsors, donations, and community partnerships.
- Help develop and monitor the festival budget in coordination with the City and/or designated committee representatives.
- Coordinate contracts, purchases, and financial commitments with designated City staff and obtain required approvals before committing festival or City funds.
- Ensure sponsorships, donations, vendor fees, and other festival funds are handled in accordance with City procedures.
- Coordinate vendor and participant applications and communications.
- Maintain organized festival records, including vendor and sponsor contacts, schedules, applications, and other planning information, for future use.
- Promote the festival through appropriate community outreach, social media, local media, etc.
- Identify potential problems early and work with the appropriate individuals to find solutions.
- Help conduct a post-festival review to identify successes, challenges, and recommendations for future festivals.

- Perform other festival-related duties as reasonably necessary to support a successful community event.

Desired Qualifications
The ideal candidate will:

- Have a strong interest in and commitment to the Morenci community.
- Demonstrate good organizational and leadership skills.
- Be dependable, responsible, and able to follow through on commitments.
- Be effective in collaborating with volunteers and delegating responsibilities.
- Be able to attend regular committee meetings and devote sufficient time to festival planning.
- Communicate and work effectively with City officials, staff, businesses, organizations, volunteers, and community members.
- Be willing to assist with problem-solving and decision-making in a positive, professional manner.
- Have previous event-planning, organizational, fundraising, or volunteer leadership experience preferred, but not required.

Time Commitment
This is a volunteer position. The time commitment will vary throughout the year and will generally increase as the festival approaches. The Chairperson should be available for committee meetings, planning sessions, and festival-related activities and be prepared to devote additional time during the final weeks leading up to and during the festival.

Leadership Expectations
The Chairperson serves as a leader and representative of the Town & Country Festival Committee and is expected to:

- Treat committee members, volunteers, vendors, sponsors, residents, and visitors with respect.
- Encourage teamwork, cooperation, and community involvement.
- Maintain open and timely communication.
- Conduct committee business in a professional and transparent manner.
- Follow applicable City policies, procedures, and requirements.
- Work collaboratively with City leadership and staff.
- Promote the festival in a manner that reflects positively on the City and the community.

Volunteer Benefits
While this is an unpaid position, the Chairperson will have the opportunity to make a direct impact on the Morenci community, help strengthen a valued community tradition, build relationships with local residents and organizations, and gain valuable leadership and event-planning experience.

Appointment
The Town & Country Festival Committee Chairperson will serve as a volunteer in accordance with the City of Morenci's applicable policies and procedures. Appointment, responsibilities, and term of service shall be subject to approval and/or designation by the Morenci City Council.

The City of Morenci encourages residents and community members who are passionate about bringing people together and helping make the Town & Country Festival a success to submit a Letter of Interest for consideration. Letters may be submitted to Morenci City Hall, C/O City Administrator Jeff Bell, or emailed to jeff.bell@cityofmorenci.org by September 10, 2026.