

# Firebelles 2<sup>nd</sup> Vice President

## Job Description

The Second Vice President shall:

- 1 - Assist the President and presides in the absence of both the President and the First Vice President
- 2 - Serve as Ways and Means Chairman
- 3 - Leads the planning and management of Fundraising Events

Responsibilities:

- Works with the Board to select and calendar annual fundraising events
- Obtains Chairperson and Co-Chair for event committees
- Acts as a liaison between committees, the Board of Directors, and the General Membership. Provides Event Reports, or has a committee Representative report.
- Coordinates, follows the progress, and establishes a budget for the event. Assists in activities to raise funds, or otherwise solicit donations.
- Coordinates with Events Promoter for all advertising.
- Provides and Advises Chairperson regarding documentation such as:
  - Reviews previous event wrap-up, including task list and budget, if available.
  - Treasurer Forms for deposits, payments, and reimbursements. Protocol for handling funds. Official thank you letters, and donation requests.
- Attend wrap-up meeting and approve final committee event recap to be submitted to the Board.

Calendar:

Fall events need to be started in summer. The calendar for the upcoming year will already have been scheduled through December with Administration, Food & Beverage.

The first event will normally be held in October.

In July, the 2<sup>nd</sup> VP must start to find a chairperson and Co-chair to coordinate the event.

2<sup>nd</sup> VP Budget \$100 for printing and office supplies.

Last revised by Terri Tucker – June 2017