



## DONATIONS CHAIR JOB DESCRIPTION

Based on our objectives for Firebelles in the constitution; “to contribute exclusively to the enhancement, security and maintenance of Lake of the Pines”. The donations chair is responsible for acquiring a list and proposing those improvements that the management of Lake of the Pines deems necessary.

She will be liaison to the General Manager of Lake of the Pines to explore areas of improvement that Firebelles as a group could support.

She will bring the General Manager’s suggestions to the Firebelles Board Meeting. Give presentations with visuals and dollar amounts, so a decision can be made to support the request or decline.

If the improvement is supported by the Firebelles Board, she will then make a presentation to the General Membership at a business meeting. She will have to answer questions as to “pros and cons” of the improvement and provide a visual/dollar document for each table at the meeting; about 15 copies.

If the General Membership votes to approve the expenditure, she must request a check from the Treasurer, write a letter to the General Manager of Lake of the Pines describing the improvement, copy Firebelles President & Treasurer and add the documentation to the Donations binder.

If the improvement is not supported by the Firebelles Board, she will take the documentation and write a concise explanation as to why the Board declined. Then file the documentation in the Donations binder so we have a record of what items are approved and what items are declined.

All approved donations should be completed by the last Firebelles meeting in June for budget purposes.

### Skills needed:

Good communication skills – Liaison to General Manager of Lake of the Pines

Attention to details – follow up on the improvements (What, When, How much)

Computer access – Presentation material

Speaking in public – Giving verbal presentations to the Board and General membership