



19 May 2020

DONATIONS

1. PURPOSE:

To collect ideas for improvements to LOP via LOP Board, General Manager and Community at large.

A. Responsibilities

- i. Meet with General Manager annually to visit potential donations.
- ii. Attend LOP Board Meetings to understand the needs of LOP.
- iii. Identify potential donations and prioritize need & cost for Executive Board.
- iv. Make presentations as necessary for potential donations to Executive Board and General Membership.
- v. Follow all guidelines as presented in LOPA Policies & Procedures.
- vi. Prepare letters and Treasurer requests to present approved donations

2. SKILLS:

Fine attention to detail. Excellent communication skills. Good computer skills. Ability to put presentations together.