



January 2025

## SECOND VICE PRESIDENT

### 1. PURPOSE:

Leads the planning and management of Firebelles fund raising events and conducts meetings in the absence of the First Vice President and the President.

#### A. Responsibilities

- i. Leads the planning and management of Firebelles fund raising activities.
- ii. Attends Board Meetings as a sitting member of the Executive Board.
- iii. Acts as Liaison between LOP and Firebelles for planned events.
- iv. Establishes budgets with event chairs to meet the Annual Budget.
- v. Works with event chair on protocol for documentation, (i.e., expense sheets and funding requests).
- vi. Attend New Members Meeting when able to explain/recruit volunteers for upcoming events.

### 2. SKILLS:

Be well organized. Have good communication skills. Able to use computer and texting. Be available to accept calls from individuals in need. Work well with large groups of people.

### 3. BUDGET:

As approved by the general membership

### 4. REPORTS TO: PRESIDENT