

## DONATIONS COORDINATOR - FUNDRAISING

1. Shall attend Governing Board meetings, General Membership meetings and NCSC functions;
2. Shall be a voting member of the Governing Board. In the event a position is co-chaired, only one vote is permitted;
3. Shall assume duties deemed necessary by the President;
4. Shall be permitted to appoint a co-chair to assist with duties pending President's approval;
5. Shall maintain NCSC emails that are provided for this role;
6. Shall prepare a proposed annual budget for their role, in consultation with the Treasurer, and submit the budget prior to the Budget Committee Meeting
7. Shall submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting;
8. Shall maintain position account in VMIS and accurately account for and log monthly community hours;
9. All committee chairs shall maintain and update Board Notebooks in accordance with Notebook SOP;
10. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
11. Notebooks and all job-related material are to be given to successors at the joint Governing Board meeting in May;
12. Shall maintain NCSC e-mails that are provided for each Committee;
13. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
14. Shall not go into a binding contract for the North Country Spouses' Club;
15. Shall work alongside the 1st VP to coordinate and procure donations for fundraising events;
16. Shall create a donations tracker to organize incoming donations throughout the planning of the fundraising event to be shared with the board and access given to the President, 1st VP and any other key fundraising committee members, as deemed necessary by the President and 1st VP.;
17. Shall initiate and grow lasting partnerships with residential donors, area businesses, and Fort Drum Tennant Units to acquire donations to the North Country Spouses Club;
18. Shall create a spreadsheet of donations with all pertinent information, to be given to the Secretary following the fundraising event for thank you notes;