

FIRST VICE-PRESIDENT - FUNDRAISING

1. Shall attend all Governing Board meetings, Executive Board Meetings, General Membership Meetings, and NCSC functions;
2. Shall be a voting member of the Governing Board;
3. Shall assume any duties deemed necessary by the President;
4. Shall assist the President in all functions of the NCSC, assume the President's duties in the absence of the President, and succeed to the said position should a vacancy occur;
5. Shall be responsible for selecting a token of appreciation for the President;
6. Shall maintain NCSC emails that are provided for this role;
7. Shall maintain and update board notebook to include;
 - a. Complete job description to reflect the overall responsibilities of the position and compliance with the notebook SOP.
 - b. Present updated notebook to the Parliamentarian at the April Governing Board Meeting for review.
 - c. Notebooks and all job-related materials shall be given to successors at the joint Governing Board Meeting in May
8. Shall prepare a proposed annual budget for their role, in consultation with the Treasurer, and submit the budget prior to the Budget Committee Meeting
9. Shall maintain and report a detailed monthly record of all income and expenses related to the position at each board meeting;
10. Shall maintain a position profile within VMIS and record monthly volunteer hours;
11. Shall assist the Treasurer and perform said duties in the absence of the Treasurer;
12. Shall be authorized to co-sign all checks in excess of three hundred and fifty dollars (\$350) in the absence of the President;
13. Shall be bonded;
14. Shall be at all fundraising events to facilitate building and property access;
15. Shall not go into a binding contract for the North Country Spouses' Club;
16. Shall be responsible for organizing and coordinating major fundraisers. The Governing Board may approve any additional fundraisers and additional chairpersons to oversee;
17. Shall be allowed to appoint a committee chairperson for each fundraising event. Committee members shall have no vote at Governing Board meetings. Suggested Chair Positions: Tree and Wreath Auction and Spring Fundraiser;
18. Shall deposit monies with Treasurer within 7 days upon receipt;
19. Shall ensure compliance with Fort Drum's fundraising rules and regulations;
20. Shall work closely with Donation Coordinator-Fundraising, Reservations, Social, Hospitality, Volunteer Coordinator, and additional chairs for fundraising events and various projects.