

Ways and Means

DUTIES:

- A. Serve as Chairperson for fundraisers and secure volunteers as needed.
- B. Obtain prior approval from the Board of Directors before undertaking any fundraiser as well as authorization for expenses and disbursements of monies.
- C. Maintain records of all expenses and income concerning fundraisers; prepare a report for the Board of Directors and the General Membership meetings.
- D. Arrange storage for fundraiser items.
- E. Work closely with the Publicity Chairperson and Newsletter Editor for effective publicity concerning all fundraisers.
- F. Prepare a written report for the Board President, when requested, prior to the May Annual Meeting concerning all fundraising undertaken for the year.