

# Firebelles 2<sup>nd</sup> Vice President

## Job Description

### RESPONSIBILITIES:

The main responsibility of the 2<sup>nd</sup> V.P. is to help raise money for the Firebelles. There are usually 2 or 3 major fundraisers that the 2<sup>nd</sup> V.P. will become involved in. There are also several on-going means of raising funds, and they are headed by separate committees. These include the Snack Shack, Reno Bus Trips, Home Tour and the monthly raffles. These committees report to the 2<sup>nd</sup> V.P.

One of the first duties of the 2<sup>nd</sup> V.P. should be to decide what the events will be and when they will be held. It is necessary to book these dates with LOP Administration as soon as possible as the Clubhouse calendar fills up quickly. Normally the first fund raiser is held in November. The 2<sup>nd</sup> V.P. should make the decision, along with the board, as to what fundraisers to hold during the year.

### CALENDAR:

Fall events need to be started in summer in order to pull them off. In July, the 2<sup>nd</sup> V.P. must start finding a chairperson for each upcoming event. Each chairperson will get a folder, and then can start choosing helpers as needed. Try to make it fun for everyone. We want to make money, but we do not want to burn people out.

### GENERAL NOTES:

Fundraisers vary from year to year and new ideas are always welcome.

No special skills or equipment are needed, but a computer is helpful for typing up what goes on at various functions and keeping committee members informed. There is a Task List Template which is in Excel format that helps keep track of what needs to be done and who is doing each task. You will find a lot of people who have done this job before you and are willing to give you suggestions and help. There are a lot of talented people in LOP and when it comes to building items, shopping, cooking and making decorations, the sign-up sheet quickly fills up.

Budget for 2014-2015: \$ 100.00

Last revised by Julie Barnum – February 2015