

Longmont Genealogical Society Job Description and Procedures

Job Title: WAYS AND MEANS - Appointed, Standing Committee, Board Member

Job Description: As per Bylaws and Standing Rules

Web Site: longmontgenealogicalsociety.org

Job Responsibilities:

1. Coordinate all fundraising activities
2. Appoint a fundraising committee to assist in decisions and plans
3. Turn over materials and information pertaining to your office to successor.

Procedures:

1. Submit plans for fundraising project for Board approval
2. Make periodic reports on these projects to the Board
3. Recruit volunteer help for each fundraising activity
4. Work with Publicity Chair
5. Submit an accounting of expenses and receipts to the Board
6. Keep record of activities, i.e.:
 - a. Description of fundraising activities
 - b. List of persons who helped
 - c. Suggestions and recommendations for next year's Chair
7. Provide an email copy of the year-end report to the Procedures Chair for distribution to the President, Secretary and Historian

Further details may be obtained from your predecessor.

Revised 1995, 1997, 2011, 2013, 2015, 2018