

Newcomers of Central Florida, Inc.
Job Description of
Ways and Means Chair

The **Ways and Means Committee** is a Standing Committee of Newcomers of Central Florida, Inc. The **Chair** is a member of the **Executive Committee**.

By-laws description of duties

The By-Laws contain no specific descriptions of duties for Committees. General information on Committees is included in Article VIII: Executive Committee and Article IX: Committees.

Description

The **Ways and Means Chair** is responsible for fundraising for the Club, which includes 50/50, Bay Hill golf tournament, and other activities which could generate funds.

The **President** appoints the **50/50 Co-Chairs**.

The **Ways and Means Chair** is expected to attend monthly Board Meetings and Luncheons.

If needed, a **Ways and Means Co-Chair** may be appointed by the **President**.

Basic Job Functions

Devise and implement plans for fundraising fund for the Club equal to or greater than budgeted amount

At each monthly Board Meeting, submit a report to the Board of all projects and funds raised

By the day before each monthly Luncheon, email a "Ways and Means" article to the Chatter Editor describing upcoming Ways and Means activities.

As needed, report on fund raising events at the monthly Luncheons

At the May Board Meeting, submit a report to the Board summarizing the year's activities

Requirements

Knowledge of local opportunities for fund raising

Willingness to coordinate the details of Club activities which may raise funds

Computer, printer, email

Note: This job description is not intended to be all-inclusive.

Position may perform other related duties as required to meet the ongoing needs of the Club.

Revised: June 10, 2014