

Newcomers of Central Florida, Inc.
Job Description
50/50 Co-Chairs

The **50/50 Co-Chairs** constitute a sub-committee of the **Ways and Means Committee**, which is considered a Standing Committee of Newcomers of Central Florida, Inc. and whose **Chair** is a member of the Executive Committee. The **50/50 Co-Chairs are not** considered Executive Committee Members.

The **50/50 CO-Chairs** are appointed by the Club **President**.

By-laws description of duties:

The By-Laws contain no specific descriptions of duties for Committees.

Description

The **50/50 Co-Chairs** sell Raffle Tickets at the monthly Luncheons and other selected Club activities as requested by the **President**. They contribute to the fundraising goals of the **Ways and Means Committee**.

The **50/50 CO-Chairs** are expected to attend the monthly Luncheons and other activities where a 50/50 Raffle may be appropriate.

The **50/50 CO-Chairs** are not expected to attend monthly Board Meetings.

Basic Job Functions

Sell Raffle Tickets and separate the two parts of each Ticket, giving one to the purchaser and putting the second part in the basket

Collect the money for each Raffle Ticket and put it into the basket

Count the money and report the amount collected to the **Treasurer**

The **President** will determine the amount to be given to the winning purchaser (usually 50%). The **50/50 CO-Chairs** will divide the money collected accordingly.

The winning Ticket stub will be drawn from the basket by someone selected by the **President** (often the speaker or other guest of honor)

Fill out a **Funds Received Form** and give it and the remaining money to the **Treasurer**.

Report the amount of money given to the **Treasurer** to the **Ways and Means Chair**, for end of the year reporting purposes

The Raffle Tickets will be purchased by the **Treasurer** and given to the **50/50 Co-Chairs**.

If one of the **50/50 Co-Chairs** cannot attend a Luncheon or other activity as requested, she will ask another member to act as a substitute, under the direction of the remaining **50/50 Co-Chair**.

Requirements

Ability to attend monthly Luncheons and other activities as requested

Ability to move around the Luncheon room and encourage members to purchase Raffle Tickets

Ability to accurately count money received and to accurately make change

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: April 9, 2014