

WAYS AND MEANS CHAIRMAN
Job Description
2015-2016

Organizes all in-house fundraising projects for the HSC, concurrent with the approval of the Installation Commander, Executive Board and the Legal Office. Selects and purchases fund raising gifts for monthly luncheons/functions. Attends all Board Meetings and functions. Reviews and understands the HSC Constitution, By-Laws and Operating Policies.

1. Reports to 1st Vice President.
2. Attends all Board Meetings and all other regular or special meetings of the HSC.
3. Organizes all in-house fund raising projects for the HSC, concurrent with the approval of the Installation Commander, Executive Board and the Legal Office.
4. Sets up and man Ways and Means table at all luncheons/functions.
5. Selects and purchases three or four fundraising gifts, depending upon numbers attending that month, usually not to exceed \$50 so as to make a profit. It will be given from a ticket drawn at random. Tickets are sold during social hour at \$1 each or 6 for \$5.
6. Gives all funds raised by projects to the Administrative Treasurer for deposit.
7. Submits a monthly written report via e-mail to the Secretary by 12:00 noon Friday before the Board Meeting. If report is not submitted by e-mail before meeting, please bring copies to the meeting for all Board Members. Report should include details of activities for the month. It also lists all income and expenses for the month.
8. Contacts the 1st Vice President by 5 PM Monday before the Board Meeting with items you wish to place on the Agenda.
9. Informs the Publicity Chairman, by the 20th of each month, of any information to be included in the Sound or on the website.
10. If any expenditure is incurred, Ways and Means Chairman submits receipts and a reimbursement request form to the appropriate Treasurer. Receipts must be submitted within 1 month of purchase for reimbursement to be made by HSC.
11. Submits the estimated expenditures for the current year (revised budget) and estimated expenditures for next year's budget in January to the Administrative Treasurer before the Budget Review Meeting.
12. For historical data and continuity of information, Ways and Means Chairman also submits a separate "After Action Report" to the President, 1st Vice President, and Honorary Presidents detailing information corresponding to any special activities/duties (i.e. any special information that would make future projects easier).
13. Reviews and revises job description. Submits revised job description to the Parliamentarian by the December Board Meeting.

14. Keeps an accurate notebook with current and past Board year records. A Board year begins in June and ends the following May.
 - a. The Active Board Notebook holds the following information for the current Board year's activities and duties: HSC Mission Statement, HSC Organization chart, Board Report Preparation, Board/Luncheon Dates, HSC Board Roster, Job Description, Monthly Calendar of Duties, monthly Board reports/agendas/minutes, Parliamentary Procedures, Blank Motion Sheets, Constitution, By-Laws, and Operating Procedures.
 - b. The Board Historical Notebook holds the following information for the past years' activities and duties: Minutes (three previous years), Board Reports (three previous years for your position), After Action Reports (three previous years), Budgets (three previous years), Historical data pertinent to your position (i.e. samples of contracts, comparisons with previous years, attendance data for an event).
15. Contacts the chairman filling the job for next year's Board. Sets up a time to meet before the May Board Meeting. Explains the procedures of the job thoroughly and turn over all books and paperwork. Attends May's combined Board Meeting where both incoming and outgoing Board Members are present. President may request incoming/outgoing chairpersons to meet in small groups during May Board Meeting.
16. Thank you for volunteering and have a great year!

(Revised 02/16)