

NEW NEIGHBORS LEAGUE

Job Description

TITLE: WAYS AND MEANS CHAIRPERSON

REVISED: JANUARY 2012

BASIC DUTIES:

To organize and implement the NNL fundraiser during one six-month term.

SUPPLIES:

**Procedure folder containing details of prior fundraisers
Job Description**

ASSISTANCE RECEIVED:

Ways and Means Committee Members, Treasurer

A. DUTIES:

- 1. Be in charge of planning the fundraiser. Set a timeline for certain projects to be completed and make sure committee members are following that timeline.**
- 2. Solicit volunteers to help with the project. Have sign-up sheets available.**
- 3. Organize appropriate committees, i.e. communications, publicity, etc. Attend all meetings if possible.**
- 4. Collect funds during fundraiser. Provide details of money raised to the Treasurer.**

B. Budget

New Neighbors League is a not-for-profit organization. We are not tax-exempt.

The Ways and Means Chairperson will be in charge of the Ways and Means Committee's spending but if a committee member is asked to purchase supplies she must keep any receipts and forward them to the Ways and Means Chairperson to turn in to the Treasurer for reimbursement.

- **No purchases are allowed before you receive your budget from the Treasurer.**
- **Each proposed expenditure in excess of \$50 requires Board approval.**
- **Purchases of any item not included in your supply list or in your budget needs Board approval prior to purchase.**

C. Board Responsibilities:

- 1. Attend all President's meetings, all NNL Board meetings, Welcoming coffees, and monthly luncheons. (Notify your Advisor if you are unable to attend these events.)**
- 2. Provide a total of three (3) covered dishes for the coffees. (If unable to attend, you may either send your dish with someone else or pay \$10 per dish so the coffee committee can find an "alternate provider" or purchase food items for the coffee. Otherwise, you will be billed \$10 per dish.) (President and Advisors excluded)**
- 3. Donate one (1) door prize with a suggested value of \$20 each for one of the luncheons. (President and Advisors excluded.)**
- 4. Update job description using standard format attached at end of six-month term. Make one copy and highlight any changes.**
- 5. At the end of your term of service, please plan to meet with your replacement to review the job descriptions. Please plan to mentor that person through their first month on the job.**

D. Organizational Relationships:

- 1. Area Manager or President**
 - Guidelines for soliciting from various businesses**
 - Obtain input on idea for fundraiser**
 - Direct all questions for resolution**
- 2. Treasurer**
 - Review budget to ensure amount of funds to be raised is understood.**
 - Assist in balancing monies collected at fundraiser**
- 3. Advisor**
 - Is an ex-officio member of your committee and is appraised of all meetings, correspondence and concerns. Provides assistance as necessary.**

E. Examples of Previous Fundraisers

1. Large fundraisers which require the entire committee and several weeks of planning have, in the past, been limited to ONE per term (in a 6 months period). These have included: a silent auction, casino night (also a social event), a raffle of several large items. NNL has also done a Shabby Chic sale of gently used items at a morning coffee.

2. Recently, several smaller fundraisers have been used, which are usually quick and easy to put together. One that is on-going is the collection of old cell phones, ink cartridges, printer cartridges that are recycled by Advantage.com. This company pays a small stipend for the items we collect and the shipping is free. Other examples are: a Holiday bake sale, Flower Power bulb sale. This is very flexible and open to a lot of variety of events.

3. Ongoing sales for our NNL Cookbook, “Feast, Fun, and Friendship” will bring in additional revenues each term. The majority of the financing of this project was covered in the first term, therefore any additional sales after the “break even point” (information available from the treasurer on this number) will be clear funds. The cookbook sells for \$14 each, or 3 or more for \$12.50 each. It is suggested to print an “addendum” in the future, of additional recipes typed in a format that will blend with the cookbook pages. These addendums, sold in a pre-determined set, can be purchased to add to the cookbook.