

VICE PRESIDENT FUNDRAISING CVCHS PFC POSITION DESCRIPTION

General Information:

The Vice President of Fundraising shall determine the fundraising for the year based upon projected goal approved by PFC Committee and manage other fundraising committee chairpersons and efforts. Meeting attendance is mandatory as an Executive Board Member. This position can take about ten hours a month to attend meetings and coordinate fundraisers.

Responsibilities:

1. Create and coordinate fundraisers with the guidance and if necessary, approval of PFC BOD, and incorporate membership feedback.
2. Discuss Fundraising needs at Annual Budget meeting; ensure fundraising goals meet the budgetary needs.
3. Ensure monies donated get to the Treasurer, with appropriate documentation (cover sheet or check list of checks, cash or debit transactions). Note, Square (Weebly 2.9% and \$0.30 per transaction) and PayPal have fees, ensure pricing incorporates transaction fees.
4. Assist with other events by the school or community as needed and available.
5. In May, train the new VP Fundraising of the upcoming year if applicable.