

Recording Secretary	<ul style="list-style-type: none"> • Record the proceedings of all the Club and Board Meetings • Submit written minutes to the President within seven days after the meetings • Correct any reports following each board meeting, as needed. • Attend all meetings
Treasurer	<ul style="list-style-type: none"> • Receive and disburse all monies (the President will fill in as needed) • Keep an itemized account of those monies as directed by the President • Make monthly and yearly reports, both to the board and to the president as requested. • Disburse money only with a check request form or bill to be paid. • Send tax receipts to all “In Kind” Sponsors and assist with in Kind donors if needed. • Keep records in QuickBooks and record notebooks of monthly reconciliation of bank statements, deposits and checks received, all forms received, receipts for reimbursements, checks written and forms as well as PayPal and Eventbrite payments. (Plan on an hour or two per week during September-January as this is the greatest demand for incoming checks and reimbursements due to membership and Singing Cadets). • Pay all bills as requested by President (This will included but is not limited to Insurance, meeting locations, printing, approved reimbursements, Goody Bags, past president’s tea, socials, Federation membership payment, etc.) • Keep track of raffle monies set aside for Senior Ring Money and who the recipients are in your books. • Keep track of Savings account (add donations for Ring money if to be held) • Take care of all financial aspects of the Singing Cadet Concert (starting banks, training to volunteers that handle money, forms, collections and accounting). • Work with membership on monies in and collaborate records. • Ask for deposits and reports from President, Membership, Jewelry, and Singing Cadets. • Keep records of all Eventbrite and PayPal payments working with each committee for details and dates. • Pay quarterly sales tax and have tax for 990 or 990EZ prepared by September

3rd VP– Fundraising/Singing Cadets	<ul style="list-style-type: none"> • Supervise and oversee committees pertaining to all aspects of the Singing Cadet concert. This includes overseeing/ managing: the Raffle Ticket Sales, Raffle, T-shirt Sales, name tags, etc. This lead will be responsible for communicating money needs with treasurer, making sure we have tables and chairs for all areas of the church and help team set up, helping sell raffle and entrance tickets at every meeting, helping get tickets to members that purchase at meetings, making volunteer sign up and cookie/water sign up (these are done- just have to bring them out of archives), make sure that Eventbrite is set up for tickets and that all are on web, leading training and make sure everyone has directions at meeting before event (these are all on Google Docs), handles the drawing of raffles and sending powerpoints to church, makes program or finds someone else to do so (we have the file- just updating and adding sponsors and donors), finds printer or donation of printing, finds volunteer coordinator and sets her up to run volunteer check in. • This job requires the VP to be a ‘clearinghouse’ for information regarding fundraising or other events. • Attend each meeting.
Ring of Honor Co- Chairperson	<ul style="list-style-type: none"> • Shall organize Ring of Honor gatherings and socials • Shal Develop and Manage the Ring of Honor program • Attend each meeting