



Board of Directors Position Description

| Position | Prepared By | Date Prepared/Revised |
|---|-------------------|-----------------------|
| Fundraising Director | Larry L. Reynolds | 11/05/2017 |
| <p data-bbox="180 384 1443 405">Duties</p> <ol data-bbox="180 409 1443 945" style="list-style-type: none"><li data-bbox="180 409 1443 441">1. Attend all Chamber board meetings.<li data-bbox="180 445 1443 476">2. Report on all fundraising activities at the monthly Board meeting.<li data-bbox="180 480 1443 512">3. Attend all Chamber general meetings.<li data-bbox="180 516 1443 548">4. Read annually and become familiar with the <i>Bylaws</i> and <i>Member and Employee Handbook</i>.<li data-bbox="180 552 1443 625">5. Recruit volunteers from the membership to form a committee to assist with assigned duties and activities.<li data-bbox="180 630 1443 703">6. Serve as chairperson of A Taste Of New Kent (ATONK) Committee and fulfill the responsibilities of the committee as specified in the <i>Member and Employee Handbook</i>.<li data-bbox="180 707 1443 781">7. Serve as chairperson of the Chamber Cup Golf Tournament Committee in coordination with the Vice President and fulfill the responsibilities of the committee as specified in the <i>Member and Employee Handbook</i>.<li data-bbox="180 785 1443 858">8. Coordinate with the Marketing Director for promotion and marketing activities for fundraising activities.<li data-bbox="180 863 1443 894">9. Monitor and maintain communications with all other fundraising activity chairpersons. | | |