

ROSC Ways and Means Chair Job Description

The Ways and Means Chairperson is responsible for all ROSC functions and projects to raise funds except for the Thrift Shop, which produces welfare funds.

BOARD REQUIREMENTS

- Acceptance of a Board position indicates a commitment to attend ROSC Board Meetings, Committee Meetings for which this position is required, Socials and all other ROSC sponsored functions.
- Inform the First Vice President if unable to attend a Board meeting.
- No more than two unrepresented absences at Board meetings.
- Prepare a written monthly report summarizing what happened during the month and presents bookkeepers financial report.
- Maintain a binder as outlined in the Board Procedures.
- Contact successor and coordinate respective duties and responsibilities to ensure an efficient transition prior to Joint Board meeting.

RESPONSIBILITIES

1. All ROSC fundraisers that may be scheduled by the President and the Board
2. Coordinate publicity for projects and sales, as appropriate, with the Wings editor and the Publicity Chair
3. Coordinate money handling procedures with the Treasurer. Responsible for the final accounting of money spent and received for fundraisers.
4. Coordinate with the Parliamentarian of legality and JAG procedures for all fundraising events
5. Coordinate with the President and the First Vice President on all projects and events
6. Major ROSC fundraisers may be chaired by another individual at the discretion of the Board. There is a letter on file in the JAG office and/or Private Org 78th MSG allowing the Ways and Means Chair to sell items to the membership at ROSC functions
7. Following the OSC Elections, all outgoing Officers and Standing Committee Chairs will contact their successors and coordinate their respective duties and responsibilities to ensure efficient transition. This shall be done prior to the Joint Board meeting. All Board members will be required to attend and remain at the Joint meeting and give all paperwork, notebooks and any additional materials to their successors at this meeting.

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