

# **THE MONDAY CLUB**

## **THE MONDAY CLUBHOUSE CONSERVANCY**

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### **Ways and Means Chair**

#### **Position Description**

Updated May 2019

**Term:**

- One year (may serve two consecutive one-year terms)

**Position Duties:**

- The Ways and Means Chair shall propose, coordinate and oversee the organization and implementation of all fundraising events under the direction of the Board of Directors (BOD).
- Assure well-organized, efficient and profitable events which supply essential funds to maintain the quality of the building and grounds, Fine Arts Awards and TMC operating expanses.
- Determine the fundraising purpose and monetary goal for each event along with the BOD. Develop an event budget, including detailed expenses, in cooperation with the committee chair(s).
- Work closely with the president, publicity chair, membership chair, volunteer coordinator, event committee chairs and the BOD.
- Assure that each event has a committee, committee chair(s) and appropriate number of volunteers bringing the appropriate skills required to successfully implement the event. Provide creative ideas, advise based on previous TMC/TMCC event successes and challenges, and assure that communication between all event participants is clear and consistent.
- At all times assure that the values and needs of TMC and TMCC remain the priority for each event.
- The fundraising committee, including event committee chairs, under the direction of the Ways and Means Chair shall guide the organization in seeking out and securing funding from outside sources to help achieve the fundraising goal. The committee should identify and communicate with potential donors to support the work of the organization.
- It is up to the Ways and Means Chair to determine the amount of hands-on participation she provides vs. delegating to committee members. But it is the Ways and Means Chair's ultimate responsibility to assure that events run smoothly, involve our members, achieve the event net fundraising goal and reach out to the SLO County community.

**Administrative Duties:**

- Coordinate the dates of events, required set up and teardown and other facility requirements with the property management company.
- Work with committee chairs and graphic designer to develop the theme, artwork, dates and cost for each event for inclusion in the Yearbook. Coordinate with the Membership Chair to assure deadline is met.
- Secure Alcohol and Beverage Control License for each event where alcohol will be served. Assure that the TMC/TMCC Alcohol Policy is read by anyone serving alcohol (including members) and posted at each alcohol serving station.
- Secure sellers temporary permits, as required.
- Provide a monthly written report on event planning, implementation status, volunteer needs and activity, and financial goals/results for each event to the BOD (included in BOD Minutes for review by the General Membership).
- Develop and Annual Report for review by the BOD and General Membership.