



# **EXPECTATIONS OF THE VICE PRESIDENT OF FUNDRAISING**

## **POSITION REQUIREMENTS:**

- \* Membership in CBTV for one full year prior to applying
- \* Commit a minimum of ten hours a week to the position
- \* Attend meetings after school and special officer meetings off campus

## **OVERALL RESPONSIBILITIES:**

- \* Order and keep inventory of all products purchased for fundraising.
- \* Prepare a weekly plan/schedule for officer meetings about fundraising activities.
- \* Organize and execute a plan of action for VHS to DVD conversion sales.
- \* Keep fundraising records organized, accurate, and up-to-date.
- \* Have all expenses approved by all Officers and the advisor.
- \* Train all members participating in hotdogs and other fundraising activities.
- \* Work with Director of Live Events to prepare and sell all live event DVDs.
- \* Prepare all obligations for members regarding fundraisers.
- \* Prepare a new fundraising idea for CBTV and put it into action for the year.
- \* Represent CBTV at special events and other out of school organizations.
- \* Be willing to help any other officer with their activities.
- \* Promote energetic activity when dealing with officers and members through the display of his/her enthusiasm.
- \* Be willing to stay after school to fix any problems that may arise within your position.
- \* Act as a leader for CBTV.
- \* Complete other tasks assigned by the advisor.