

Ways & Means Directors Position Description

Updated 2/24

There are two Directors in this LL Board position that share in the following responsibilities.

- At the beginning of the term (June 1st) facilitate transition meetings with outgoing and incoming Event chairs to hand over all information and documents.
- Oversee the LL Fundraising Activities committees. These have historically been as follows:
 - Games Day - Jan
 - Flea Market & Auction Mania - March
 - Sale of Club Car Golf Cart raffle tickets-Feb-March
 - House Tours - every other year May (2024/2026/2028)
 - Toys for Tots Holiday Parade - Dec
- On the above listed Fundraisers review budgets, 3rd party contracts, handling of cash and sale of raffle tickets to insure that the established procedures and requirements are being met. The Treasurers will have the legal requirements that need to be followed.
- Recruit Committee chairs as vacancies occur
- Ensure that the fundraiser committees are following the required guidelines, meeting deadlines, and submitting materials for ads.
- Attend the committee meetings as deemed necessary and assist the committee chairs as needed, particularly the Flea Market committee.
- Prepare monthly updates for the LL Board of Director meetings on the status of various committees.
- Access the Storage Bins when items are needed for the various fundraising events.
- Meet with the committee chairs, after their event, for input and to discuss success or issues they may have had. Prepare a financial recommendation and recap for the Board.