**Warrior Gridiron Club - 2018 Nominations**

**Leadership Role Descriptions**

***Please email your nominations to warriorgridironclub@gmail.com***

**VP** (1 year term as VP and 1 year term as President)

* Attend all club meetings
* Preside over club meetings in the absence of the president
* Offer insights and recommendations concerning club agendas and activities
* Lead or assist with at least one project

**Secretary** (2 year Term)

* Maintain all records of reporting
* Take minutes at each meeting and report at the following meeting
* Send  reminders for action items within one week of meeting and reminders for next meeting one week prior to meeting
* Lead or assist with at least one project

**Fundraising Chair** (2 year Term)

* Oversees Fundraising Sub-Committees (Golf & Shoot, Cookie Dough)
* Oversees solicitation of renewals from current Warrior Football Sponsors/recruit potential new sponsors
* Identify/review ideas for other methods of fundraising
* Lead or assist with at least one project

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**The following Board members continue through 2019**

**President** (1 year term – Shelly Bell through 2019)

* Set meeting agendas
* Preside over monthly and /or any extra meetings
* Run annual election of officers
* Identify project leaders as required
* Manages creation of By-Laws (with BOD) and annual review

**Treasurer** (2 year Term – Annie Large through 2019)

* Maintain accurate records for all financial aspects of the WGC
* Maintain and update bank account records
* Pay bills upon receipt of documentation and approval
* Prepares and submits financial reports (monthly/quarterly)
* Works with Board & Committees to set budgets