Palm Harbor Newcomers Club
POT OF GOLD CHAIR – GENERAL BOARD/BOARD OF DIRECTORS

Term of Office:

One year: June 1 to May 31. May be appointed to one additional consecutive term.

Purpose:

Manage the Club's monthly Pot of Gold Raffle.

Qualifications:

- Be a year-round area resident.
- Be computer literate.
- Be willing to serve and have adequate time to serve.
- Have the ability to meet deadlines.
- Have the ability to delegate.
- Have the ability to work collaboratively.
- Have the ability to serve with ethical standards and confidentiality and without conflict of interest.

Reports To:

PHNC Executive Board, PHNC General Board and General Membership

Principal Duties:

- Support the mission/vision/values/goals of PHNC.
- Be an enthusiastic internal and external ambassador for PHNC.
- Abide by the PHNC Bylaws.
- Serve as a member of the General Board and Board of Directors.
- Attend all Board of Directors and General Membership meetings and report, as appropriate, any and all plans, updates, actions taken or issues identified.
- If unable to attend a Board of Directors or General Membership meeting, notify the President and submit a brief report in writing at least three days prior to the meeting..
- As necessary, submit budget requests for the position.
- Working within the approved budget, obtain needed/desired items for the monthly raffle, including, but not limited to raffle tickets, ticket container, signage, envelopes and raffle items,
- As necessary, submit check requests in a timely manner to the Treasurer.
- Manage the sales and raffle drawing at monthly luncheons, determining the amount of money to be given away and in what amounts and securing sufficient assistants to deliver prizes as quickly as possible.
- Report monthly sales and prize distribution amounts to the Treasurer or her designated representative as soon as possible after sales close, turning over any money not being distributed as prizes.
- Delegate tasks as appropriate.
- Pass on materials, supplies and records and train successor.