

**AMERICAN LEGION AUXILIARY
NEWPORT HARBOR UNIT 291**

JOB DESCRIPTION: 2ND VICE PRESIDENT, FUNDRAISING
(Updated 1/8/24)

Position: Elected Officer

Purpose: The main job of the 2nd VP is to fundraise. We raise money so we can give money away. This job involves doing a couple major fundraisers a year and some smaller fundraisers. I have tried to be innovative and do some new and different fundraisers along with some traditional events that the membership of our Post has come to expect. This job requires you to enjoy party planning and attention to detail. It is always easy to get helpers for the events as we try to make them as fun as possible.

Duties and Responsibilities:

Here is a month by month description detailing how I have done this job for the past 3 years.

1. **July** - Sometimes I will try to do a Bunco event on a Sunday morning in July, but it can be difficult to get parking and sometimes people won't want to drive down in the traffic. There are several different thematic Bunco score sheets as well as the Bunco actual games in the shed. I reserve dates with the office and then announce at the General Meeting. I also post on our FB group and attach a Google form so people can RSVP. We have had anywhere from 12-24 people play Bunco. I charge \$20 pp to play. \$15 of that goes into our general fund, and \$5 of each person goes to purchasing prizes for winners.
2. **August/ Sept** - I always mean to start planning for the Holiday Boutique in August, but usually don't manage to start until August. The boutique is traditionally the 3rd Thursday of November. I look at my vendor logs from the previous year, and send out a Save the Date to them. Throughout the year, I am always looking for new and exciting vendors and collect their cards. I send them emails as well. I set up the event using Eventbrite for the vendors to pay for. I keep a spreadsheet of all the vendors etc. I either make a flyer or ask Kendall to make one. I send the flyer to the vendors so they can pass it along. I work with the office to reserve a date on the calendar for envelope stuffing for the big Spring Raffle in November.
3. **October** - I get volunteers for the boutique and talk with Dennis about the boutique to decide how many tables/ tablecloths he needs to order for us. I have another volunteer on the team do some PR and get yard signs and a banner ordered for the boutique. I post about the boutique on Facebook, create a Facebook event, post on Next Door, send the info to Stunews and just try to get the word out. This is a very busy time communicating with vendors and sending out info and updates. I have all the letters saved in Google Drive.
 - a) This is also the time I begin to plan for our big Spring Fundraiser event and raffle. I work with my team to decide on a theme for the fundraiser and have Kendall order the raffle tickets and envelopes. I get the database of info from the

Legion, the SALs and Kendall organizes ours and sends it to our mail service lady. (Cheryl 949-722-9391)

- b) Also, a fun month to plan a Bunco.
4. **November** - Usually on a Monday in Nov we invite volunteers to come help us stuff the envelopes and work with the mailing service to pick up our boxes of envelopes. I ensure Dennis has ordered our tables and table cloths for boutique to be delivered on Wed before the boutique. I have volunteers help set tables up the night before. I come in early on the day of the boutique and finish setting up the table, cloths and table numbers. Vendors come in around 12:30 and I'm there the rest of the day, organizing volunteers, assisting vendors, selling raffle tickets and running the raffle. Also handling all the money from admissions and raffle.
 - a) Around the end of November, raffle tickets start coming in, and I work with a team to open the envelopes, count the money and run credit cards. I work with a team during this time to start finalizing details for the Spring Fundraiser party. Entertainment, food, decor etc. Work with Dennis to create menu and get food cost so you can determine ticket prices.
5. **December** - Get flyer created for Spring event and send to office-Continue working once a week with team to gather raffle ticket envelopes and count money and get it deposited.
6. **January** - Continue working once a week with team to gather raffle ticket envelopes and count money and get it deposited. Continue working with team to create Spring Event. Traditionally happens in February. I like to change the theme each year, or at least rotate it so it stays interesting. Work with office to take reservations for Spring party. Check in once a week to get reservations and create spreadsheet with that info. Also run credit cards for ticket sales.
 - a) Also, sometimes I plan a winter Bunco event
7. **February** - Continue working once a week with team to gather raffle ticket envelopes and count money and get it deposited. Continue working with team to create Spring Event. In charge of Spring party on the day of the event. Coordinate volunteers to help decorate and run event.
8. **March** - Pretty easy month. Sometimes I'll do another Bunco event. Work with Poppy chair to organize envelope stuffing for Poppies.
9. **April** - Sometimes a Bunco event. Money starts coming in for poppies. Work with Poppy chair to collect those envelopes and count money and run credit cards once a week or so.
10. **May** - Continue with Poppy sales
11. **June** - Usually a slow month for fundraising as we are dark.

Reference the Auxiliary Bylaws and Standing Rules. Note, these sections as they refer to the **Position**:

Bylaws:

Article IV – Unit Officers

SECTION 2. The elective officers shall be: President, First Vice President, Second Vice President, Secretary, Treasurer, Chaplain, Historian, Sergeant-at-Arms & Assistant Sergeant-at-Arms and 5 Executive Committee Persons and shall be elected annually by majority vote at a meeting designated by a vote of the Unit, provided nominations and elections are held not earlier than April 1st or less than five (5) days prior to the opening of Department Convention. The Unit shall notify their membership and the District President of the time set for election. (2019)

SECTION 6. The First Vice President shall assist the President, and in the absence of the President, the Vice President shall be the presiding officer. In case of death or resignation of the President, the First Vice President becomes President for the unexpired term. The Vice President shall assume such other duties as may be assigned by the President. (2019)

SECTION 7. The Second Vice President shall be ready to assume the duties of the First Vice President whenever, for any cause, the First Vice President or the President cannot act. (2019)

Standing Rules: