

## **Open Mothers' Club Board Positions 2011-2012**

The **School Sales Coordinator** supports both the fundraising goals and service objectives of the organization. She selects vendors and programs for approval by the Board, coordinates ordering, distribution, financial arrangements, and school sales volunteers. She coordinates written communications regarding the school sales program with the school, children, and families.

The **Membership/Volunteer Chairperson** shall keep an index of all members. She coordinates the collection of the organization's annual dues, insuring that monies are turned over to the Financial Secretary for deposit along with a list of paid members. She is also responsible for compiling a list of the mothers available for various volunteer service.

The **Winter Luncheon Chairperson** is responsible for planning and coordinating a social event in December for mothers to spend time together with limited emphasis on fundraising.