

DOOR PRIZE CHAIR—JOB DESCRIPTION

PREPARATION

- Number of members on position/committee
 - Chair and one or two others to help with shopping and help with table
- Obtain and/or purchase (within budget) any special items to add interest to the door prize table
- Obtain and/or purchase (within budget) any packaging items used to group items together
- At least one week prior to guild meeting inform Facilities Chair if you need any special table setup
- Have a small starting bank of cash in order to make change for members buying tickets
- Have envelope and Deposit form (given to you by the Treasurer) ready to submit deposit to Treasurer at the end of the meeting
- Approximate time commitment
 - Minimum 6 hours a month, for shopping, organizing and help at table
 - This is dependent on Chair having assistance

GENERAL MEETING

- Arrive about 30 minutes early for each guild meeting to set up
 - Make sure that a table has been placed for Door Prize
 - Get supplies from assigned storage area which can include:
 - Tickets, containers for tickets
 - Pens
 - Baskets
 - Items not selected from prior months
 - Set up table with supplies and sign indicating “Door Prize Table”
 - Set out raffle tickets and pens for drawing
 - Set out a container into which participants can place their raffle ticket(s) into
- Sell tickets 3 for \$1.00 before the meeting and during the break only
- Accept cash and checks made out to OPQG
- Winning ticket will be drawn when requested to do so by the President (at chair report section of meeting)
 - Stop selling tickets a few minutes before end of break
 - Cannot sell tickets during the meeting to keep the Door Prize Table legal
- Ask new member, guest, or member to pull the winning ticket(s)
- Announce the winners
- Ensure the Secretary has recorded the names of winners

POST MEETING

Reconcile cash and the deposit form in an envelope (provided by Treasurer) and submit to the Treasurer at the end of the meeting or at Board Meeting

- Clean up table and return supplies and items
- Keep an income/expense record and track income received for each guild year to manage expectations to what was budgeted for the Door Prize Table
- NewsLetter Articles
 - Can submit articles requesting special donations or thanking members for special donations

BUDGET

- Submit a budget for the fiscal year
- Items purchased on behalf of the guild are reimbursable following these guidelines:
 - Obtained receipts for all purchases
 - Complete, sign, and attach receipts to an Expense Reimbursement Form. This form should be completed within 30 days of the incurred expense but, at a minimum, within the fiscal year.
 - Give all receipts and completed forms to the Treasurer for reimbursement

OTHER DUTIES

- ***Preparation for Board Meeting***
 - Attend monthly Board Meetings
 - Read minutes from prior board meeting and be prepared to submit any correction.
 - Read and prepare for discussion any materials presented at last meeting or distributed during the month that will be discussed.
 - Example: A change to an operational document
- ***Chair Person Committee Report***
 - At the end of the year, the chairperson submits a report to the President on or before January's Board Meeting. It should include all information about the past year, budget, job descriptions review, or other concerns and recommendations for the next year
- ***Job Descriptions***
 - Reviewed annually and revised as needed
- ***Transition***
 - Turn in supplies and projects, whether completed or not to the new chairperson at the December General Meeting
 - Be available resource as needed to incoming chair

