

Duties of the TBQ Guild Ways and Means Chair

VOTING MEMBER OF THE EXECUTIVE COMMITTEE

The Ways and Means Chair:

- keeps track of all fund-raising programs within TBQ, including the birthday raffle, company store, special purchases for sale
- presents items to the Executive Committee for possible purchase and resale to members
- submits completed 'Request for Reimbursement' forms, along with the receipts to the treasurer in order to be paid for expenses
- provides a year-end report of activities, issues, concerns and suggestions to the President in June

NOTES

1. The chair should keep a record of income and expenses for the year-end report to the President.