

## **NPFH ROLES**

**Roles and their duties include but are not limited to the following:**

<b>Chair/President</b>	<b>Oversee all committees and committee leaders, organize meetings, delegation of tasks and information gathering. <i>Single person - Jen Barvitskie</i></b>
<b>Vice Chair/VP</b>	<b>Coordination of events with event leaders, will oversee meetings when chair is unavailable. <i>Single person</i></b>
<b>Financial/Treasurer</b>	<b>Fundraising, grants, manages bank account. <i>Single person</i></b>
<b>Secretary/Historian</b>	<b>Keeps minutes from meetings, updates website/ database and contributes to newsletter. Keeps photos, maintains log of events in binder-<i>single person</i></b>
<b>Marketing/Media</b>	<b>Creates flyers, newsletters, email blasts, text alerts, advertising and promo material. Will take photos, work with newspapers, TV, Radio and all media outlets. Will prep others for interviews and news articles**</b>
<b>Networking</b>	<b>Builds community connections and works with leaders in community**</b>

**\*\*Multiple people will act in these roles. Those who sign up and are elected will work out who will do what within these roles.**

**Expectations are that board members will attend meetings, fulfill their duties/ roles and will also keep up on electronic communication in a timely manner. Check email, txt messages, fb, at least one time per day and respond as needed.**

**If you are interested in the above roles, please send your resume, cover letter, along with why you would like to be in this role to me at [noplaceforhatelansdowne@gmail.com](mailto:noplaceforhatelansdowne@gmail.com)**

Below are other roles that are also needed and can be decided after board committee members have been elected.

LGBT	Liaison
Human Relations	Liaison
Teen	Leader - Adult and Teen
Police	Liaison

Events - Can have leaders and co-leads as well as change. For example, if we do a movie each month it doesn't have to be the same person organizing each time.

Unity Day	Leader
Night Out	Leader
Book Club	Leader
Movies	Leader