



Red Arrow District Vice-Chair of Finance Position Description

Prepared for: YOU!

Objective: To recruit, assign, train, and lead top-level volunteers needed to raise the funds to meet the finance goals of the district through the Friends of Scouting fundraising campaign and popcorn sales, promote endowment giving to the Three Harbors Council, and inform volunteers of and implement financial policies in Scouting operations in order to achieve Journey to Excellence Gold Level standards for the Red Arrow District.

Responsibilities:

- ✓ Report to the district chairman for your district.
- ✓ Serve as the Overall Friends of Scouting Campaign Chair.
- ✓ Recruit enough of the right kind of people to support all functions of the committee. Ensure the following Chair positions in the district finance team are filled with qualified volunteers:
 - Family Friends of Scouting Chair
 - Community Friends of Scouting Chair
 - District Popcorn Kernel
- ✓ Assist in the recruitment of volunteers to support all the fundraising operations of the above-listed donation avenues.
- ✓ Help in the solicitation of upper level contributors.
- ✓ Motivate the fundraising team and district leadership to meet its fundraising goal on or before the scheduled Victory Celebration.
- ✓ Working with your staff advisor, analyze the status of the campaign progress weekly and take necessary action steps to complete the campaign on time.
- ✓ Provide monthly updates at the district committee meeting on volunteer recruitment and progress in fundraising between September and June.
- ✓ Attend the Leadership Breakfast.
- ✓ Attend council Friends of Scouting kickoff, report meetings and victory celebration and provide your district report.
- ✓ Ensure the Friends of Scouting Campaign meets its benchmarks and goal by the established dates.
- ✓ Support and ensure the Popcorn Sale meets its established sales goals by the end of the sales period.
- ✓ Support the council endowment development plan.
- ✓ Ensure implementation of council finance policies.
- ✓ Inform units of unit financing policy and assist in the review and approval of unit requests.
- ✓ Support district activities that involve income and expenses, ensuring proper policy and controls.
- ✓ Provide recognition to donors, along with information on how their dollars helped serve youth.
- ✓ Support local and national Scouting policy, procedures, and practices.
- ✓ Recognize individuals, committees, and chartered organizations for their Scouting accomplishments.
- ✓ Participate in the Friends of Scouting Campaign as a leadership donor.

Key Dates:

Monthly	District Roundtable – First Thursday of the Month at 7pm
Monthly	District Committee Meeting – First Thursday of the Month at 6pm
Once yearly	Council Coordinated Committee Meeting
Once yearly	Leadership Breakfast Kick-off
Once yearly	Leadership Breakfast
Once yearly	District Recognition Banquet
Monthly (Nov – May)	Council Friends of Scouting Report Meetings

Dates as available:

As scheduled	District Events
As needed	Friends of Scouting Leadership Meetings



BOY SCOUTS OF AMERICA®
HEART OF AMERICA COUNCIL

As needed

Operating Committees Meetings

Staff Advisor:

Mary Kveton__

Three Harbors Council, B.S.A.

330 S 84th St., Milwaukee, WI 53214

Phone: 262-902-1032 | Fax: 414.774.1799