



Board of Directors
Executive Vice President
Position Description and Duties

Revised 07/14/2022

Purpose of this position is to be responsible for fundraising efforts. This Executive Vice President is responsible for leading fundraising committees in support of the CRSAC and work with the Executive Director regarding these efforts. The Executive Vice President is an elected member of the Castle Rock Senior Activity Center's (CRSAC) Board of Directors (BOD) and the Senior Citizens Foundation Board of Directors., hereinafter referred to collectively as the CRSAC. As such assume responsibility for ensuring that the CRSAC always works within its established bylaws, any approved Mission statement, as well as any goals previously defined and approved by the BODs.

Primary responsibilities of the Executive Vice President:

- This position assumes leadership of the BOD in the absence of the President.
- The Executive VP should have a committee(s) of 2 – 8 to assist with various fund raising efforts.
- Oversee fund raising efforts. Works with the Executive Director to determine the feasibility of new fund raising activities and evaluate existing fund raising activities to ensure this efforts meet the center's financial goals.
- Work with the Executive Director and/or Event Coordinator to develop or implement fund raising activities.
- Attend monthly BOD meetings and report on Fundraising efforts.
- Attend community events and or meetings to promote organizational goals or solicit sponsorships.
- Work closely with the Executive BOD on other duties as requested by the Executive BOD and/or legal Advisor.