



Comox Valley Horticultural Society

Position Description: Raffle Table

Duties Include:

- Purchased three raffle prizes each month. Budget is currently set at \$750 for the year;
- Submits all receipts to the Treasurer for reimbursement (all receipts must be in before the end of September);
- Submits an article to the Newsletter Editor (newsletter@comoxvalleyhortsociety.ca) before the deadline (first Friday of every month) to encourage people to participate in the Raffle;
- Sells tickets at the Raffle table;
- Purchases two part tickets;
- Maintains float with \$50 float for next meeting;
- Maintains an accurate account book of finances;
- Prepares a year-end report for the Newsletter Editor (newsletter@comoxvalleyhortsociety.ca) for the October edition of the newsletter;
- Submits an Annual Report for the October newsletter (due the first Friday of the month) to the Newsletter Editor (newsletter@comoxvalleyhortsociety.ca);
- Attends the monthly Board Meeting or submits a report to the Secretary in time for the Board Meeting (first Wednesday of every month except July and December).