

## **Recycling / Fund Raising Chairman Position Description**

The duties of this position are as follows:

### **Recycling / Fund-Raising Chairman**

- Coordinate monthly Recycling collection (newspapers, cans, etc.); ensure all paperwork regarding collections is completed and on time.
- Coordinate other fund-raising activities, as required.
- Research and develop fund-raising projects for the troop and present ideas to the troop committee for approval.
- Enlist a coordinator to supervise each fund-raising project.
- Obtain proper authorizations and/or permits, as necessary.
- Provide sufficient fundraising opportunities for the Troop to pay for basic expenses (as determined by the Troop Committee).
- Work with the Treasurer in conducting Council-approved unit money-earning projects, collection of all proceeds, and making any required payments to vendors.
- Insure that all fund-raising activities and profit allocation to the Troop are in compliance with BSA policy.
- Maintain fund-raising records and work closely with Treasurer to calculate distributions to Scout Accounts.
- Report to the Troop Committee at each meeting. If not in attendance, submit written report.