

**K9COLA  
Chairperson  
Job Description**

**Office:** Chairperson  
**Term:** Two years  
**Reports to:** n/a

Elections are held for this position during the November meeting EVEN year. It is preferred that the Chairperson has been actively involved with K9COLA over the previous year.

- Prepares agenda and leads monthly board meetings
- First-line contact person for internal and external customers (and concerns/complaints at park about policy violations)
- Contact with Parks Department/other city departments for formal arrangements
- Signator for all official documentation
- Attends board and committee meetings regularly
- Completes assignments promptly

**K9COLA  
Vice-Chairperson  
Job Description**

**Office: Vice-Chairperson**  
**Term: Two years**  
**Reports to: Chairperson**

Elections are held for this position during the November meeting EVEN year. It is preferable, though not necessary, that the Vice-Chairperson have the desire and skills to assume the Chairperson's position when the Chairperson's term is complete.

- In the Chairperson's absence or inability to fulfill his/her duties, Vice-Chairperson assumes Chairperson's regular duties, including:
  - Prepares agenda and leads monthly board meetings
  - First-line contact person for internal and external customers (and concerns/complaints at park about policy violations)
  - Contact with Parks Department/other city departments for formal arrangements
  - Signator for all official documentation
- Attends board and committee meetings regularly
- Completes assignments promptly

**K9COLA  
Site Coordinator  
Job Description**

**Office: Site Coordinator**  
**Term: Two years**  
**Reports to: Chairperson**

Elections are held for this position during the November meeting EVEN year.

- Chairs the Site subcommittee if one is needed. Recruits subcommittee members.
- Reports at board meetings about activities, including the activities of the subcommittee
- Main contact with Animal Control/Parks Dept. for replenishing garbage bags and bag dispensers. Checks at least twice monthly.
- Does monthly inspection of site for damage/repairs needed and reports them at board meeting and makes contact with parks department as needed
- Orders signs and oversees installation for policies in park
- Orders plaques, etc. for appropriate donations (as indicated by Fund-raising Coordinator)
- Schedules regular clean-up days at park
- Schedules building days at park as needed for special projects
- Brainstorms needs and solutions at park regarding site development
- (Could be an ad hoc responsibility) Helps choose new sites and present pros/cons to regular committee
- Attends board and committee meetings regularly
- Completes assignments promptly

**K9COLA  
Volunteer Coordinator  
Job Description**

**Office: Volunteer Coordinator**  
**Term: Two years**  
**Reports to: Chairperson**

Elections are held for this position during the November meeting EVEN year.

- Chairs the Volunteer subcommittee if one is needed.
- Recruits subcommittee members. Reports at board meetings about activities, including the activities of the subcommittee
- Keeps contact information and records of current and potential volunteers
- Works with Chairperson and other coordinators to provide adequate and appropriate volunteers for K9COLA activities
- Registers and provides volunteers for volunteer fairs and other recruitment activities
- Attends board and committee meetings regularly
- Completes assignments promptly.

**K9COLA  
Secretary  
Job Description**

**Office: Secretary**  
**Term: Two years**  
**Reports to: Chairperson**

Elections are held for this position during the November meeting ODD year.

- Takes minutes for meeting and disseminates to membership
- Writes correspondence on behalf of K9COLA (generally under the chair's signature).
- ~~(Current secretary serves as publisher of the newsletter)~~
- Attends board and committee meetings regularly
- Completes assignments promptly.

**K9COLA  
Treasurer  
Job Description**

**Office: Treasurer**  
**Term: Two years**  
**Reports to: Chairperson**

Elections are held for this position during the November meeting ODD year.

- Keeps records of all deposits and checks written on behalf of K9COLA
- Takes taxes to accountant annually
- Gives financial report at board meetings
- Writes checks as needed, makes deposits regularly
- Attends board and committee meetings regularly
- Completes assignments promptly.

**K9COLA  
Fund-raising Coordinator  
Job Description**

**Office:** Fund-raising Coordinator  
**Term:** Two years  
**Reports to:** Chairperson

Elections are held for this position during the November meeting ODD year.

- Chairs the Fund-raising subcommittee if one is needed. Recruits subcommittee members.
- Reports at board meetings about activities, including the activities of the subcommittee
- Responsible for correspondence with donors (thank-yous, information requests, etc.).
- Keeps records of donations, information about donors
- Receives membership applications, processes them and sends out card
- Plans, coordinates and implements fund-raising strategy. Works with Chairperson and Public Education Coordinator to create campaign materials. Works with Volunteer Coordinator to recruit volunteers to help with fund-raising activities.
- Attends board and committee meetings regularly
- Completes assignments promptly.

**K9COLA  
Public Education Coordinator  
Job Description**

**Office: Public Education Coordinator**  
**Term: Two years**  
**Reports to: Chairperson**

Elections are held for this position during the November meeting ODD year.

- Chairs the Public Education subcommittee if one is needed. Recruits subcommittee members.
- Reports at board meetings about activities, including the activities of the subcommittee
- Brainstorms and schedules public education sessions
- Develops and maintains K9COLA collateral materials (brochures, etc.). Provides brochures, banners, and donation jars for information tables and fundraising events.
- Prepares and sends press releases, PSAs to media
- Maintains information kiosk at park (our section of it)
- Attends board and committee meetings regularly
- Completes assignments promptly.



**K9COLA  
At-Large Board Member  
Job Description**

**Office: At-Large Board Member**  
**Term: Two years**  
**Reports to: Chairperson**

Elections are held for this position during the November meeting each year.

- Attends board and committee meetings regularly
- Completes assignments promptly.