



Please Note:

FCCC will hold a board meeting on November 19, 2008 @ 5:30 p.m. at the Wilson Clinic for election of officers.

- The officer positions are not too intense. FCCC meets from September until April annually. To begin with meetings are monthly and then more frequently as it gets closer to auction time.
- We are also looking for volunteers who wish to assist with the main fundraiser (auction).

Listed below are the descriptions of each position:

The Presidential Responsibilities include but are not limited to:

- Presiding over board meetings
- Conferring with board members regarding specific issues, bylaws, budget, etc.
- Care of day-to-day business
 - Writing checks
 - Distribution of funds to cancer patients
 - Taking calls
 - Making grant decisions
- Organization of the annual auction
- FCCC's representative to the community at all times

This position is voluntary and requires enthusiastic support of FCCC as a volunteer of a community owned/supported organization.

The Vice-Presidential Responsibilities include but are not limited to:

- Conferring with board members regarding specific issues, bylaws, budget, etc.
- Handling public speaking, i.e. radio, Rotary, Chamber of Commerce
- Liaison with different community/state officials/representatives to get out FCCC's message

- Organization of the annual auction

This position is voluntary and requires enthusiastic support of FCCC as a volunteer of a community owned/supported organization.

The Secretary's Responsibilities include but are not limited to:

- Organization/documentation of all board meetings/decisions, i.e. "the keeper of the records"
- Communication among board members via e-mail/phone contact as necessary

This position is voluntary and requires enthusiastic support of FCCC as a volunteer of a community owned/supported organization.

The Treasurer's Responsibilities include but are not limited to:

- Handling the money
 - Investments
 - Checking accounts
 - Savings accounts
 - Interest
- Maintaining accounting records
- Taxes
- Applications for permits, etc.

This position is voluntary and requires enthusiastic support of FCCC as a volunteer of a community owned/supported organization.

Board Members in General:

- Are volunteers from the community who are invited to attend all meetings (by e-mail from the Secretary)
- Have full votes on FCCC issues
- Assist with the annual auction:
 - By contributing ideas and energy for all phases of FCCC's mission