

Dues for all board member is \$500.

SECRETARY – Need

- Take and maintain record of meeting minutes
 - Distribute meeting minutes within one week following the meeting
 - Coordinate and distribute information about board meeting location
 - Send thank you notes and other correspondence for PHA as appropriate
 - Personally send donor and membership acknowledgements
 - Actively participate in annual giving campaign
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- Contributes to monthly newsletter by submitting 2 blogs and/or articles a year for newsletter

WARMLINE CHAIR – Need

- 2017 Goal: Form Warmline Volunteer Committee, identify Lead Warmline Volunteer to support Warmline Chair with below tasks
- Report on activity of Warmline volunteers at monthly board meetings
- Provide training to new Warmline volunteers
- Maintain communication with Warmline Coordinator to monitor efficacy of volunteers
- Send weekly Warmline volunteer scheduling email
- Collect weekly Warmline volunteer reports on calls
- Provide backup support to Warmline Coordinator on challenging cases/high volume times
- Actively participate in annual giving campaign

SOCIAL MEDIA CHAIR – Need

- Prepares and sends monthly newsletter (solicits content from Board members and volunteers)
- Works weekly to promote awareness and education items via social media, newsletter and special invitations to our members/email list
- Works as-needed to promote events via social media, newsletter and special invitations to our members/email list
- Works with Materials and Marketing Chair to re-design logo on new brochure/print materials
- Actively participate in annual giving campaign

MATERIALS & MARKETING CHAIR – Need

- 2017 Goal: Create and implement plan to re-design print materials/PHA logo including identification of vendor(s)
- Oversee ongoing distribution of print material and other informational materials, recruit volunteers/Members to assist with distribution or perform distribution when necessary
- Document all print material distribution contacts and provide to Training and Membership Chairs
- Work with Treasurer to develop a budget for brochure re-design and ongoing distribution
- Track and determine appropriate venues for PHA to set up booths

GRANTS CHAIR – Need

- 2017 Goal: With support from Treasurer, plan and implement a resource development program for grants to PHA
- Work collaboratively with Treasurer to solicit funding for the organization
- Document and serve as the coordinator for all solicitations to donors
- Report the status of the organization's fundraising activities to the Board
- Actively participate in annual giving campaign