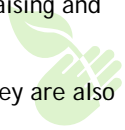


TCF Structure and Responsibilities

2009-2010

The Temwani Children's Foundation is divided into two groups for operations: Board Members and Officers.

- Board Members have quarterly conference calls, chair teams and play key roles in project, fundraising and strategic planning.
- Board Members participate on a volunteer basis, and cannot be paid for their participation.
- Officers take care of the day to day needs and may have weekly calls to facilitate operations. They are also expected to attend the quarterly Board calls.
- Officers may also be Board Members and Team Members, but cannot *chair* a Board Team.
- Officers may be paid for their work, but cannot be a decision making Board Member if they do.



Officer Duties: Day to Day Activities	Board Members: Duties and Activities
<p>President (currently Co-Presidents) and Vice President (position open)</p> <ul style="list-style-type: none"> • Maintain Donor Relations <ul style="list-style-type: none"> ○ donations processing ○ thank you cards and calls ○ new donor packets ○ info@temwani email inquiries • Provide Project Oversight • Plan Board Meetings and Agendas • Put out Meeting/Form Deadline Reminders • Stay in touch with Partners • Maintains Corporate status <ul style="list-style-type: none"> ○ IRS ○ state ○ taxes • Manages Finances <ul style="list-style-type: none"> ○ Pays Bills ○ Makes Deposits ○ Compiles Monthly and Annual reports ○ Handles Receipts ○ Disburses Reimbursement Checks • Other duties as needed <p>Treasurer</p> <ul style="list-style-type: none"> • Prepare annual donation statements to donors • File federal tax forms • Review monthly financial statements • Review final project report finances <p>Secretary</p> <ul style="list-style-type: none"> • Takes Notes at Quarterly Meetings • Compiles and Archives Notes/Documents <p>Technology Coordinator</p> <ul style="list-style-type: none"> • Develops and Manages Website, SEO, and sets up User Accounts and Permissions • Maintains Email Accounts • Manages database archive and backup • Answers Technology Questions • Designs E-Mail Newsletters • Provides Graphic Design and Branding for Print Campaigns, Fundraisers, & Logos <p>PR / Marketing & Outreach (Position Open)</p>	<ul style="list-style-type: none"> • Fundraising • Recruitment and Board Development • Oversight of Officers and Contractors • Financial Oversight • Strategic Planning / Visioning • Project Oversight <ul style="list-style-type: none"> ○ approving projects and budgets • Chairs/Members of Teams: <ul style="list-style-type: none"> ○ Fundraising Team ○ Volunteer Trip Team ○ Marketing/PR Team ○ Board Development Team ○ Strategic Planning Team ○ Public Outreach Team