



BOARD, COORDINATOR, AND TEAM POSITIONS

Minnesota Boxer Rescue
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Proprietary Statement

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WELCOME AND THANK YOU FOR YOUR INTEREST IN THE MINNESOTA BOXER RESCUE OR MNBR!

ABOUT THE MINNESOTA BOXER RESCUE (MNBR)

Minnesota Boxer Rescue (MNBR) is a non-profit, foster-based dog rescue organization primarily serving Minnesota and surrounding areas that was started in June 2006. Everyone associated with the workings of the rescue are 100% volunteer, which includes all of the members of the MNBR Board.

We have applications available for volunteering, fostering, and adopting; the volunteer application is the first step in which we get to know you. New volunteers are always welcome and appreciated.

MN Boxer Rescue is a non-profit 501(c)(3) rescue agency.

Our Non-Profit Employer Identification Number is 20-4758118.

MISSION STATEMENT

MN Boxer Rescue Mission Statement

We are dedicated to rescuing Boxers left homeless for whatever reason – dogs in public shelters, dogs given up by their owners because of difficult circumstances, and those rescued from abuse or neglect.

Any Boxer coming into our rescue receives the necessary and needed medical attention. We evaluate each Boxer's personality and temperament in order to place the dog in a permanent home best suited for the new family and dog.

The main goal of Minnesota Boxer Rescue is to rescue and re-home boxer dogs in need and give them a second chance. We place dogs in loving, responsible, committed "forever" homes, following a comprehensive and thorough adoption process. We also provide information, education, and support to the family and Boxer going forward.



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WHAT WE DO AND WAYS TO VOLUNTEER

Rescuing takes a lot of hard work and a great group of dedicated people. That is where you as a volunteer come in! Consider yourself the backbone of the Minnesota Boxer Rescue and the force that helps us accomplish all that we do to help Boxers and families with Boxers. We cannot do this without you! So, give yourself a congratulatory pat on the back, roll up your sleeves and get ready to make a positive impact in our rescue.

We encourage all ages and backgrounds to bring their energy and particular skillsets to the table. These are just a few ways that you can be a viable part of our mission:

- Board of Directors (General election February each year; appointed when needed)
- Rescue Coordinators (Appointed by Board when needed)
- Fostering
- Transport
- Application processing
- Conducting home visits
- Fundraising
- Grant writing
- Events
- Website and Social Media
- Newsletter writing

This list only scratches the surface in ways for you to become involved! Get to know us and let us get to know you and we will get started on making positive changes in the lives of these dogs.

STEPS TO VOLUNTEERING

- 1) Log into the MNBR website and submit a [Volunteer](#) or [Board Application](#).
- 2) Wait to receive a confirmation on your application, appointment, or election.
- 3) Submit membership fee and sign Release Waiver.
- 4) Watch your email or Facebook for volunteer opportunities.
- 5) Start volunteering!



*Please note: An annual membership fee is required for rescue voting and liability insurance; however, it is not required to volunteer.



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PRESIDENT (ELECTED VOTING BOARD MEMBER)

The **President's** position consists of but is not limited to the following:

- Member of Minnesota Boxer Rescue (MNBR) Board of Directors
- Represent MNBR as a leader and mentor within the community
- Oversee all rescue operations, directors, and coordinators
- Plan Annual meeting
- Attend all Board meetings - in person, online, or via phone
- Call for votes as needed
- Keep abreast of all day-to-day operations of the rescue
- Maintain legal file
- Work closely with treasurer to ensure bills are paid, make bank deposits if needed, check PO Box, make decisions on expenses to be paid (or not be paid) and work with rescue's CPA to prepare taxes
- Determine plan for sending thank you letters for donations received
- Retrieve mail from PO Box and distribute to others as necessary or designate MNBR representative to do so
- Work closely with all positions and know how each one works and be able to step into any position at any given time
- Attend Expos, Meet and Greets and other fundraising and/or community awareness activities to represent the Rescue
- Active participant in annual WiggleFest and Give to the Max Day
- Attend events for other rescues and animal organizations as a representative of MNBR
- Maintain positive relationships with volunteers, adopters and other rescues
- Sign yearly taxes and any other legal papers
- Other duties as assigned

In addition to the above, the President needs to be available 24/7 for decision-making and support to other board members, volunteers and adopters.

QUALIFICATIONS:

- Must be presently serving as a Minnesota Boxer Rescue Board Member
- Possess strong leadership, communication, conflict management, and problem-solving and critical thinking skills
- Comfortable with computers, email, website, and technology
- Ability to address issues in a timely and professional manner
- Strong organizational skills
- Ability to access email and internet on phone and computer
- Familiar with web-based applications and Microsoft Office

Time Involved: Approximately 20+ hours per week



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VICE PRESIDENT (ELECTED VOTING BOARD MEMBER)

The **Vice President's** position consists of but is not limited to the following:

- Member of Minnesota Boxer Rescue (MNBR) Board of Directors
- Represent MNBR as a leader and mentor within the community
- Assist in Annual meeting planning
- Be available in the event the President is unavailable to act, i.e., decision making and support to other board members volunteers and adopters
- Maintain microchip list and complete microchip registration for all incoming and adopted boxers. Update microchip vendor with new information when owner moves, or whenever dog has a new owner
- Active participant in annual WiggleFest and Give to the Max Day
- Attend all Board meetings - in person, online, or via phone
- Represent/attend rescue events and Adoption Meet and Greets
- Assist in sending thank you letters for donations
- Work closely with all positions and know how each one works and be able to step into any position at any given time
- Attend Expos, Meet and Greets and other fundraising and/or community awareness activities to represent the Rescue
- Maintain positive relationships with volunteers, adopters and other rescues
- Others duties as assigned

Qualifications:

- Possess strong leadership, communication, conflict management, and problem-solving and critical thinking skills
- Ability to address issues in a timely and professional manner
- Comfortable with computers, email, website, and technology
- Strong organizational skills
- Detail-Orientated
- Ability to access email and internet on phone and computer
- Familiar with web-based applications and Microsoft Office

Time Involved: Approximately 10-15 hours per week



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PLACEMENT DIRECTOR (ELECTED VOTING BOARD MEMBER)

The **Placement Director's** position consists of but is not limited to the following:

- Member of Minnesota Boxer Rescue (MNBR) Board of Directors
- Oversees the Placement Team, which includes: Intake, Transport, Foster, and Adoption Coordinators along with Application Processors.
- Has a handle on the workings of the Placement Team and ensures all processes and procedures are being handled properly and in a timely manner
- Ensures dog adoption Meet & Greets are scheduled and Placement Team members are present
- Assigns MNBR ID numbers to incoming dogs
- Maintains one master spreadsheet of dogs consisting of: ID number, fees, adoptions, adoption contact info and make available for other board members and committee members
- Updates website database for incoming, foster, and adopted dogs, to track through the cycle of intake to foster to adoption
- Sends out denial letters for applicants who do not meet the requirements of adoption, or if home visit or reference checks were denied
- Ensures supplies are medications for foster dogs are available/ordered
- Maintains relationships with partner veterinarians
- Schedules and approves veterinarian visits and bills for foster dogs
 - Ensures costs and visits are reasonable, accurate, and appropriate
- Assigns adoption fees to all dogs based on Rescue protocol
- Problem solves and resolve issues associated with rescue dogs or issues related to Placement Team
- Actively participant in annual WiggleFest event (to include assisting WF committee as needed) and Give to the Max Day
- Represent/attend rescue events and Adoption Meet and Greets
- Follows up on spay/neuter contracts and obedience contracts
- Attend all Board meetings - in person, online, or via phone
- Represents MNBR as a leader and mentor within the community
- All other duties as assigned or assumes duties of any missing member of Placement Team

Qualifications:

- Prior rescue experience and knowledge applicable to Placement Team
- Possess strong leadership, communication, conflict management, and problem-solving and critical thinking skills
- Ability to address issues in a timely and professional manner
- Strong organizational and conflict management skills
- Detail-Orientated
- Comfortable with computers, email, website, and technology
- Ability to access email and internet on phone and computer
- Familiar with web-based applications and Microsoft Office
- Supervision skills or have worked with committees previously

Time Involved: Approximately 20+ hours per week



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EVENTS DIRECTOR (ELECTED VOTING BOARD MEMBER)

The **Events Director's** position consists of but is not limited to the following:

- Member of Minnesota Boxer Rescue (MNBR) Board of Directors
- Lead and manage all aspects of MNBR events
- Update website and calendars with event details
- Send and post event correspondence via email distribution lists and internal Facebook page
- Provide Social Media Coordinator with events details
- Creates events flyers and materials
- Work with Fundraising Coordinator regarding fundraising opportunities for 501c3 non-profit rescue that includes, but not limited to, established fundraising events
- Oversee MNBR Volunteer Coordinator to recruit and organize volunteers
- Seek and maintain contacts for future and current rescue events
- Network with other area rescues to participate in events as needed to help exposure in the rescue community through fundraising events and awareness programs
- Participate on WiggleFest Committee and Give to the Max Day
- Responsible for scouting out locations for any/all MNBR events, reporting findings to Events Director
- Work with Volunteer Committee and Fundraising Committee as needed, to ensure needs for each event are attended to and space is adequate
- Set-up & tear-down of venue/space for events, i.e., tables, chairs, canopies, tablecloths, literature and other needs
- Prepare and distribute vendor thank you cards after events
- Represent MNBR at most events and Adoption Meet and Greets
- Attend all Board meetings - in person, online, or via phone
- Represent MNBR as a leader and mentor within the community
- Other duties as assigned

Qualifications:

- Possess strong leadership, communication, conflict management, and problem-solving and critical thinking skills
- Ability to address issues in a timely and professional manner
- Comfortable with computers, email, website, and technology
- Strong organizational skills
- Detail-Orientated
- Ability to access email and internet on phone and computer
- Familiar with web-based applications and Microsoft Office
- Must have supervision skills or have worked with committees previously
- Ability to set-up, monitor and follow through all events in a timely manner
- Must NOT be afraid of rejection as you will be asking for in-kind contributions, monetary and non-monetary donations, services and support

Time Involved: Approximately 5-10 hours per week



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TREASURER (ELECTED VOTING BOARD MEMBER)

The **Treasurer's** position consists of but is not limited to the following:

- Member of Minnesota Boxer Rescue (MNBR) Board of Directors
- Available in the event the President is unavailable to act, i.e., decision making and support to other board members, volunteers and adopters
- Pay all bills for MNBR in a timely manner by credit card or check
- Enter all invoices into computer accounting software categorizing by type of expense
- Track dog specific donations in the computer software
- Make bank deposits for MNBR
- Ensure the Rescue bank balance is always in the positive and keep accurate checkbook register
- Reconcile monthly bank statements
- File annual tax return Form 990's and file and pay quarterly Minnesota sales tax
- Be able to discuss financial position with a CPA
- Keep President informed of financial matters and rest of Board when necessary
- Prepare any needed financial reports
- Keep accurate and specific records for each MNBR dog and each MNBR event
- Verify all bills for accuracy and reasonableness
- Assure adoption fees are all timely collected
- Produce invoices where needed for outstanding/overdue adoption fees
- Active participant in annual WiggleFest event (to include assisting WF committee as needed)
- Attend all Board meetings - in person, online, or via phone
- Represent MNBR at most events and Adoption Meet and Greets
- Represent MNBR as a leader and mentor within the community
- Other duties as assigned

Qualifications:

- Possess strong leadership, communication, conflict management, and problem-solving and critical thinking skills
- Ability to address issues in a timely and professional manner
- Strong organizational skills
- Comfortable with computers, email, website, accounting software, and technology
- Detail-Orientated
- Ability to access email and internet on phone and computer
- Familiar with web-based applications and Microsoft Office
- Strong organizational skills
- Accounting experience and proven knowledge of accounting concepts and software
- Ability to create and understand financial statements
- Non-profit accounting and sales tax knowledge/practices very helpful
- Ability to meet tax filing deadlines

Time Involved: Approximately 10-15 hours per week



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SOCIAL MEDIA DIRECTOR (ELECTED VOTING BOARD MEMBER)

The **Social Media** position consists of but is not limited to the following:

- Member of Minnesota Boxer Rescue (MNBR) Board of Directors
- Active participant in annual WiggleFest event (to include assisting WF committee as needed) and Give to the Max Day
- Work closely with various committees to ensure proper public marketing of MNBR events, needs, adoptable dogs, etc.
- Create and execute all marketing pieces for the Rescue or designate person to create
- Maintain and watch social media reach, utilize Twitter, Facebook, Instagram and other forms of social media to announce events, fundraising efforts, available dogs, etc.
- Oversee other designated people assisting in MNBR social media
- Attend all Board meetings - in person, online, or via phone
- Represent MNBR at most events and Adoption Meet and Greets
- Represent MNBR as a leader and mentor within the community
- Other duties as assigned

Qualifications:

- Possess strong leadership, communication, conflict management, and problem-solving and critical thinking skills
- Familiar with Social Media and web design
- Ability to address issues in a timely and professional manner
- Strong organizational skills
- Comfortable with computers, email, website, and technology
- Detail-Orientated
- Ability to access email and internet on phone and computer
- Familiar with web-based applications and Microsoft Office

Time Involved: Approximately 5-10 hours per week



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SECRETARY (ELECTED NON-VOTING BOARD MEMBER*)

The secretary position at Minnesota Boxer Rescue (MNBR) is very important because this person is essentially the “gate keeper” of the rescue. The most important aspect of this position is managing and monitoring the rescue email because it not only receives regular email correspondence but all rescue phone calls are received into the email address where a voicemail is then left that needs to be returned or forwarded.

The Secretary position consists of but is not limited to the following:

- Member of Minnesota Boxer Rescue (MNBR) Board of Directors
- Check MNBR general voicemail & MNBR email messages daily (preferably several times per day) and handle or delegate as appropriate
- Schedule meetings and conference calls as needed
- Prepare meeting agendas
- Take minutes at all meetings and forward to other Board members
- Send out Rainbow Bridge cards when needed, update spreadsheet with info, and forward information to Social Media team for public posting
- Send out Thank You notes when requested by President or Vice President which could include: letters/emails to donors at large events such as Wigglefest, Give to the Max, etc
- Assist President in setting up and implementing election and annual meeting
- Active participant in annual WiggleFest event (to include assisting WF committee as needed)
- Attend all Board meetings and other rescue meetings - in person, online, or via phone
- Represent MNBR at most events and Adoption Meet and Greet
- Represent MNBR as a leader and mentor within the community
- Other duties as assigned

Qualifications:

- Possess strong leadership, communication, conflict management, and problem-solving and critical thinking skills
- Familiar with meeting minute preparation
- Ability to address issues in a timely and professional manner
- Comfortable with computers, email, website, and technology
- Strong organizational skills
- Detail-Orientated
- Ability to access email and internet on phone and computer
- Familiar with web-based applications and Microsoft Office

Time Involved: Approximately 5-10 hours per week

***The Secretary shall vote in the event that there is an even number of voting members participating in a particular vote.**



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FUNDRAISING DIRECTOR (ELECTED VOTING BOARD MEMBER)

The **Fundraising Director's** position consists of but is not limited to the following:

- Member of Minnesota Boxer Rescue (MNBR) Board of Directors
- Organize and coordinate fundraising opportunities for 501c3 non-profit rescue that includes, but not limited to, corporate donors and fundraisers.
- Network with dog friendly businesses in the community for hosting, supporting and sponsoring events.
- Work closely with the Social Media Team and Events Coordinator to optimize reach of a fundraiser.
- Lead and manage the fundraising committee
- Solicit donations for Wigglefest and other MNBR events
- Must NOT be afraid of rejection, as you will be asking for in-kind contributions, monetary and non-monetary donations, services and support.
- Network with other area rescues to participate in events as needed.
- To help gain exposure in the Rescue community through fundraisers events and awareness programs.
- Grant preparation
- Attend all Board meetings and other rescue meetings - in person, online, or via phone
- Represent MNBR at most events and Adoption Meet and Greets
- Represent MNBR as a leader and mentor within the community
- Other duties as assigned

Qualifications:

- Possess strong leadership, communication, conflict management, and problem-solving and critical thinking skills
- Ability to address issues in a timely and professional manner
- Strong organizational skills
- Detail-Orientated
- Comfortable with computers, email, website, and technology
- Familiar with web-based applications and Microsoft Office
- Must NOT be afraid of rejection as you will be asking for in-kind contributions, monetary and non-monetary donations, services and support
- Understanding/negotiating contracts
- Tracking of receipts, writing receipts
- Grant writing would be a huge plus.

Time Involved: Approximately 5-10 hours per week



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PLACEMENT TEAM MEMBERS (APPOINTED BY BOARD)

INTAKE COORDINATOR (OVERSEEN BY PLACEMENT DIRECTOR)

Duties Include:

- Evaluates emails that come in asking for help with various boxer dogs
- Ability to recognize boxer dogs
- Contact shelters about pull fees and behavior testing; is on top of things rescue must do in order to pull dogs, as needed
- Coordinates with members of the Placement Team
- Coordinates the intake process to ensure boxers are properly vetted, have health certificate, and are ready for transport as needed and we have foster available
- Manage all surrender forms, gathering information on dogs to come in to MNBR and decide whether MNBR can accept them
- Respond to voicemail messages from potential surrendering owners
- Attend team meetings - in person, online, or via phone
- Represent MNBR at most events and Adoption Meet and Greets
- Represent MNBR as a leader and mentor within the community

Qualifications:

- Possess strong leadership, communication, conflict management, and problem-solving and critical thinking skills
- Ability to address issues in a timely and professional manner
- Comfortable with computers, email, website, and technology
- Strong organizational skills
- Detail-Orientated
- Ability to access email and internet on phone and computer
- Familiar with web-based applications and Microsoft Office

Time Involved: Approximately 10 hours per week

TRANSPORT COORDINATOR (OVERSEEN BY PLACEMENT DIRECTOR)

Duties Include:

- Build and maintain transport contacts and partners
- Arrange transports
- Monitor and follow-up on transport process
- Attend team meetings - in person, online, or via phone
- Represent MNBR at most events and Adoption Meet and Greets
- Represent MNBR as a leader and mentor within the community
- Other duties as assigned



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Qualifications:

- Possess strong leadership, communication, conflict management, and problem-solving and critical thinking skills
- Ability to address issues in a timely and professional manner
- Comfortable with computers, email, website, and technology
- Strong organizational skills
- Detail-Orientated
- Ability to access email and internet on phone and computer
- Familiar with web-based applications and Microsoft Office

Time Involved: Approximately 5 hours per week

FOSTER COORDINATOR_(OVERSEEN BY PLACEMENT DIRECTOR)

Duties Include:

- Answer email inquiries regarding fostering and call back any potential foster applicants when they leave a voice message.
- Help maintain status of the foster dogs on the website; when a foster home is secured a foster committee team member will update status
- Alert the Placement Director of any medical emergencies/behavior emergencies within the foster homes
- Maintain a collective database of ALL foster homes (active & inactive). This also includes working together with the Application Processing Team to collect and maintain the signed documentation asked of our Foster homes as part of the initial application/foster process
- Keep track of ALL foster dogs; what home they are in, what medical or behavioral issues they may have, etc.
- Responsible for getting fosters to the meet and greets. All foster homes are asked to be at least 50% of ALL meet and greets.
- Check in with foster homes on a regular basis, answer any questions they have, and provide available supplies
- Encourage foster homes to update boxer's bio & pictures on a regular basis
- Follow up with any foster homes if any records for adoption packets are missing
- Attend team meetings - in person, online, or via phone
- Represent MNBR at most events and Adoption Meet and Greets
- Represent MNBR as a leader and mentor within the community
- Other duties as assigned

Qualifications:

- Possess strong leadership, communication, conflict management, and problem-solving and critical thinking skills
- Ability to address issues in a timely and professional manner
- Strong organizational skills
- Comfortable with computers, email, website, and technology
- Detail-Orientated



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- Ability to access email and internet on phone and computer
- Familiar with web-based applications and Microsoft Office

Time Involved: Approximately 5-10 hours per week

ADOPTION COORDINATOR (OVERSEEN BY PLACEMENT DIRECTOR)

Duties Include:

- Respond to dog and adoption inquiries
- Send out bios and pictures to applicants when appropriate
- Send all applications and home visit worksheets to foster home for review when applicants express an interest in their foster dog
- Maintain a close relationship with all applicants throughout the application and adoption process
- Keep track of all FTA dogs/adopters and make sure adoptions are finalized in a timely manner
- Maintain all finalized adoption packet information
- Work closely with the Placement Director to review & recommend adopters for puppies; maintain a “puppy waiting list”
- Work hand-in-hand with Placement team to maintain spreadsheet and electronic records of all dogs in the rescue
- Follow up on Foster-to-Adopt, making sure all vetting is done in a timely manner
- Attend team meetings - in person, online, or via phone
- Represent MNBR at most events and Adoption Meet and Greets
- Represent MNBR as a leader and mentor within the community
- Other duties as assigned

Qualifications:

- Possess strong leadership, communication, conflict management, and problem-solving and critical thinking skills
- Ability to address issues in a timely and professional manner
- Strong organizational skills
- Comfortable with computers, email, website, and technology
- Detail-Orientated
- Ability to access email and internet on phone and computer
- Familiar with web-based applications and Microsoft Office

Time Involved: Approximately 15-20 hours per week



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**APPLICATION PROCESSORS (Adoption & Foster) (overseen by
PLACEMENT DIRECTOR AND/OR ADOPTION COORDINATOR)**

Duties Include:

- Process all incoming applications for adopters and fosters
- Notify applicants when approved and alert the application committee (adoption, foster, or volunteer)
- Notify Adoption Coordinator of approved applications
- Notify Placement Director of denied applications or applications that warrant concern
- Maintain a database of information for ease and quickness of matching dogs with families
- Assist in adoption follow-up process
- Attend team meetings - in person, online, or via phone
- Represent MNBR at most events and Adoption Meet and Greets
- Represent MNBR as a leader and mentor within the community
- Other duties as assigned

Qualifications:

- Possess strong leadership, communication, conflict management, and problem-solving and critical thinking skills
- Ability to address issues in a timely and professional manner
- Strong organizational skills
- Comfortable with computers, email, website, and technology
- Detail-Orientated
- Ability to access email and internet on phone and computer
- Familiar with web-based applications and Microsoft Office

Time Involved: Varies based on applications submitted

OTHER TEAM MEMBERS (APPOINTED BY BOARD)

RAINBOW BRIDGE COORDINATOR

Duties Include:

- Corresponds with families that notify MNBR of the passing of an MNBR alumni dog
- Sends Rainbow Bridge cards to families
- Updates dog record in website
- Submits information to social media for public posting
- Manages Rainbow Bridge website page
- Attend team meetings - in person, online, or via phone
- Represent MNBR at most events and Adoption Meet and Greets
- Represent MNBR as a leader and mentor within the community
- Other duties as assigned



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Qualifications:

- Compassionate
- Possess strong leadership, communication, conflict management, and problem-solving and critical thinking skills
- Ability to address issues in a timely and professional manner
- Strong organizational skills
- Comfortable with computers, email, website, and technology
- Detail-Orientated
- Ability to access email and internet on phone and computer
- Familiar with web-based applications and Microsoft Office

Time Involved: Approximately 2 hours per week

VOLUNTEER COORDINATOR

Duties Include:

- Maintain database of volunteers registered with MNBR
- Process all incoming applications for volunteers or recruit assistance from a designated volunteer
- Work with Treasurer/Vice President to ensure all volunteers have paid their annual dues
- Actively recruit new volunteers for the Rescue on an ongoing basis
- Work with others as needed to ensure all events are adequately staffed with volunteers and assigned to appropriate areas
- Communicate volunteer needs to registered volunteers/public & maintain schedule of volunteers for each event
- Work with Social media and Webmaster to engage in volunteer drives and meetings
- Attend team meetings - in person, online, or via phone
- Represent MNBR at most events and Adoption Meet and Greets
- Represent MNBR as a leader and mentor within the community
- Other duties as assigned

Qualifications:

- Possess strong leadership, communication, conflict management, and problem-solving and critical thinking skills
- Ability to address issues in a timely and professional manner
- Strong organizational skills
- Comfortable with computers, email, website, and technology
- Detail-Orientated
- Ability to access email and internet on phone and computer
- Familiar with web-based applications and Microsoft Office

Time Involved: Varies based rescue activities/ Approximately 5 hours per week



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WEBMASTER

Duties Include:

- Removing contacts
- Adding/updating webpages
- Trouble shooting and fixing website issues
- Reviewing website pages for consistency etc.

Qualifications:

- Possess strong leadership, communication, conflict management, and problem-solving and critical thinking skills
- Ability to address issues in a timely and professional manner
- Strong organizational skills
- Experienced with computers, email, website, and technology
- Detail-Orientated
- Ability to access email and internet on phone and computer
- Familiar with web-based applications and Microsoft Office

Time Involved: Varies

WIGGLEFEST COMMITTEE (OVERSEEN BY MNBR EVENTS DIRECTOR AND OTHER BOARD MEMBERS)

Committee made up of volunteers to handle event details below:

- Solicit and collect donations, vendors, and attendees
- Coordinate Marketing, Foster Area, Food, Logistics/Set-Up Donations/Raffles/Auctions, Registration, Sales, and other tasks.
- Ensure thank you letters are sent
- Organize and attend team meetings - in person, online, or via phone
- Represent MNBR at events
- Represent MNBR as a leader and mentor within the community
- Other duties as assigned

Time Involved: Varies based on time of year and prep work needed

NOTE: RESCUE POSITIONS MAY BE CREATED OR SHARED, BASED ON NEED