

EXECUTIVE BOARD ASSISTANT

- Attend all meetings / functions listed as required.
- Handle all aspects of the GCDTA raffle (getting donations, getting tickets out, distributing prizes, etc...)
- Create and maintain any fundraising events.
- Head up and plan all recruiting activities.
- Assist board members as needed.
- Create handbook for the upcoming season.
- Plan and prepare printing for the upcoming season.
- Order and distribute (cut) ribbon for hair bows.