



PAWS for TALES OFFICERS POSITION DESCRIPTIONS

President:

- Communicates on a regular basis with officers and general membership on topics of importance and interest
- Represents *Paws for Tales* in the community-at-large for public relations and fundraising when appropriate and when asked
- Provides leadership and coordinates and supports the recruitment and selection of new members and handler-dog teams
- Supports development and maintenance of *PAWS* website
- Calls for meetings of the officers and/or membership as appropriate and needed
- Prepares agenda items and submits to the Secretary for announcement prior to meetings
- Conducts all meetings
- Approves minutes of officer and/or general membership meetings after discussion and approval with officers and/or membership
- Assigns Team Leaders (see position description below) for each school participating in *Paws for Tales* reading program
- Maintains regular contact with Team Leaders
- Identifies and supports *PAWS* members for each officer position as defined below
- Performs the duties of **Graphic Designer** until a new member is designated.

Vice President & Treasurer:

- Assumes the responsibilities of the President in her/his absence
- Supports the recruitment and selection of new members
- Coordinates production and embroidery of vests and bandannas for dogs and serves as liaison with Encore Uniform and Apparel for embroidery, and purchases new lanyards as needed
- Acts as the principal contact and signer for all banking transactions including deposits, withdrawals, and payments
- Maintains online Chase Bank account (with user i.d. and password) and hard copy of records of all incoming and outgoing funds
- Serves at the pleasure of the President on special projects

Secretary:

- Maintains records of each active *PAWS* team to include the signed Guidelines and Registration Form, current veterinary (current vaccination and fecal parasite clearance) records, therapy dog certification, and county licensure information
- Communicates with individual members as needed to maintain the up-to-date records listed above
- Regularly maintains and updates the roster of *PAWS* membership information and distributes the roster via *PAWS* website and/or membership emails as needed
- Prepares and distributes meeting announcements
- Prepares meeting agendas and distributes to the membership in coordination with the President
- Takes minutes at officer and general membership meetings and distributes them to the membership and/or posts them on the *PAWS* website
- Acts as alternate (to Treasurer) for *Paws for Tales* account(s) at Chase Bank and as back-up for banking transactions
- Annually confirms with Kathy Tripcony (*PAWS* current registered agent) online renewal of the *Paws for Tales* Certificate of Trade Name with the Colorado Secretary of State's Office. If/when Kathy chooses to discontinue this task the current Secretary will become that registered agent for annual renewal.

Team Leader:

- Each Team Leader (assigned by the President) is the primary contact person for each school
- Initiates contact with school personnel at the beginning of the school year to set schedules (e.g., weekly, monthly and school-year)
- Distributes necessary printed materials and/or electronic files to school personnel (e.g., permission slips and bookmarks) as downloadable pdf files from *PAWS* website
- Provides email notice(s) of scheduled times (e.g., weekly) for school visit(s). Informs all Team members if any visits are to be rescheduled and/or cancelled due to weather, altered school scheduling, lack of sufficient teams, etc.
- Trains and observes new *PAWS* members on appropriate procedures at the school; and, provides the member's lanyard
- Observes and provides advice and feedback to all Team members
- Maintains frequent contact with the President to inform her/him about current activities, issues, and positive or negative interactions among *Paws* teams, school personnel and children

Communications Coordinator:

- Develops and maintains the *PAWS* website
- Develops (in coordination with the other officers) *PAWS* communications for public relations and fundraising to the general public, school personnel, parents/guardians, and prospective donors

Graphics Designer:

- Designs content, produces and maintains digital files of printable items such as photographs, lanyard badges, bookmarks, labels, teacher/student letters, permission slips, and certificates for print and distribution as needed
- Distributes printed items to members and Team Leaders as needed and/or requested
- Maintains up-to-date digital files of printable items at the *PAWS* website

(Revised 11/27/2022)