

Position Descriptions – Liberty Township TEA Party

The Liberty Township TEA Party (LTTP), a volunteer organization, has the following volunteer positions open. These positions require in most cases a person or persons that have prior experience in the area being sought. In some case no prior experience is required, only a desire to make a contribution. In all case your willingness to donate your time, effort and talent is greatly appreciated.

Treasurer: The LTTP is in need of an experienced individual to serve as the organizations treasurer. This person will be responsible for accounting for the organizations funds and expenditures. Previous experience as an accountant or as a treasurer of a non-profit organization would be preferred for this position. It is expected that this position would require a minimal time commitment from the person who fills this position.

Executive Board Secretary: The LTTP Board is in need of a person to act as Secretary to the Board. This person would attend the Board meetings and record each meeting. At the conclusion of the meeting the Secretary would publish the minutes of the meeting after coordinating the draft minutes with the board. The time commitment for this position is attendance at the weekly Board meeting, approximately two hours per week and the time to publish the minutes.

Committee Leader/Chairs: Each of our Special Interest Groups, Health Care, Cap and Trade, Immigration, and our Core activities, Education, Communication, etc. require a Committee Chair. This person should have keen organizational and leadership skills. The person that accepts this position should have prior experience leading groups involved in research and reporting projects. The time commitment for this position will vary with the project but can be extensive.

Public Relations Liaison/Coordinator: The LTTP is in need of a person or group of persons to take on the task of coordinating drafting and releasing Press Releases for Meeting Announcement both for upcoming meetings and for meetings that have been held and for special events. The time required for this position is nominal per week.

Social Networking Liaison: The LTTP is in need of a person or persons to manage our Facebook Page. This person will have a strong knowledge of social networking technologies and marketing strategies. The time commitment for this project will be dependent upon the individual.

Technology Leader: The LTTP is in need on an individual to lead our Technology Group, this will include; our Website, Facebook, Twitter and other areas that use technology to further our goals. This person will act as the Committee Chair for this group and coordinate the efforts of this team. The person that leads this group should have a strong background in Information Technology and should have a demonstrated history of leading technology projects and groups. We will look to this person to build a strong team to effectively utilize technology to support the LTTP. The time commitment for this position will vary but is not expected to be excessive.

Communications: The LTPP is in need of writers. We need writers to step forward so that we may direct your talents towards our proposed newsletter, blogs and other written material. Time commitment will vary.