

**Red Shoe Society**  
**Positions and Responsibilities**



**President:**

- Facilitates and leads all Red Shoe Society meetings
- Oversees event and service project activities
- Reports to RMHCDC Staff to update them on status of projects
- Oversees each position to ensure that all areas are covered efficiently and goals are being met

**Vice President:**

- Assist President with duties
- Responsible for conducting meetings when President is absent
- Reports to RMHCDC Staff to update them on status of projects

**Secretary:**

- Update Red Shoe Society on new information via email
- Prepare agenda and take minutes for each meeting
- Conduct necessary elections for the Society
- Prepare follow-up correspondence indicating decisions made at each meeting

**Event Coordinator**

- Plans and coordinates all fundraising events for the society
- Coordinates and hosts social gatherings for RSS members and friends.
- Assists with recruiting new RSS members and maintain relationships with current members

**Service Coordinator:**

- Coordinates and leads all RSS volunteer activities for the RMHCDC Houses
- Works closely with volunteer coordinator to coordinate a service event each month
- Assists with planning service projects to benefit RMHCDC programs

**All members:**

- Motivates all members and establishes a positive working environment
- Recruits and orients all new members
- Prospective member ask and follow up
- Assist in promoting RMHCDC events to the local community
- Increase awareness of the mission for RMHCDC and for the Red Shoe Society

\*Please note: Members of the Red Shoe Society may hold the same position for two year terms. Any member of the Red Shoe Society who is considered to be non-contributing or not meeting the stated expectations will be asked to resign from the Society.