

<u>Position</u>	<u>#</u>	<u>Hours</u>	<u>Notes</u>
<u>Board (7)</u>			
	<u>People</u>		
President	1	100 hrs/yr	Mtg 4x/yr - 2 hrs ea =8 +
VP	1	60 hrs/yr	Mtg 4x/yr - 2 hrs ea =8 +
Secretary	1	60 hrs/yr	Mtg 4x/yr - 2 hrs ea =8 +
Treasurer	1	60 hrs/yr	Mtg 4x/yr - 2 hrs ea =8 +
Member & Operations Mgr	1	60hr/yr	Mtg 4x/yr - 2 hrs ea =8 +
Member & Events Mgr	1	60hr/yr	Mtg 4x/yr - 2 hrs ea =8 +
Member & Programs Mgr	1	60hr/yr	Mtg 4x/yr - 2 hrs ea =8 +
<u>Operations(47)</u>			
Asst Operations Manager	1	60 hrs/yr	
Office hours	30	60 hrs/yr ea	or less
Kennel license & operation	2	10 hrs/yr	
Inventory	2	1 hr/month	
Vet contact	1	as needed	
Adoption paper work	2	varies	1hr/mo-5 hrs/mo?
Phone and Log book training	4	varies	1 hr/mo?
Signage	2	as needed	
Handyman work	2	as needed	
<u>Finance (1)</u>			
Treasurer (see Board)	1	**	
Donation Cans (see fund raising)		2 hrs/month	
Fundraiser Finances (see DD)		**	
<u>Cat Program (40)</u>			
Cat Fosterers	12	varies	your choice- 1week to 3 months
Feral Catch & Release	5	varies	as needed- most often in Spring and Fall
Feral Feed	5	varies	5 hours/ month
Adoption	10	varies	3 hrs--1st Sat of each month??
Lost and Found -C&D	4	as needed	
Transportation -C&D	4	as needed	1 hr/month?

<u>Position</u>	<u>#</u>	<u>Hours</u>	<u>Notes</u>
<u>Dog Program (6)</u>			
Fosterer	4	as needed	your choice from 1 day to 3 months
Adoption days	2	varies	3 hrs--1st Sat of each month??
<u>Events (2)</u>			
Events Mgr & Asst	2	60 hrs/yr	
<u>Dog Daze & Cat Naps (91)</u>			July and August
Food	4	12 hrs in Aug	Prep, set- up and day of event
Beverage	4	12 hrs in Aug	Prep, set- up and day of event
Alcohol License	2	2 hrs	in August
Set-up	10	2 hrs ea	day of event
Tear-down	10	2 hrs ea	day of event
Signage	2		set- up and day of event
Item Sales	4	6 hrs	set- up and sales -day of event
Kissing Booth	2	6 hrs	set- up and sales -day of event
Pet and Owner Photos	2	6 hrs	set- up and sales -day of event
Photo Production	2	6 hrs	set- up and sales- day of event
DJ assistance	2	4 hrs	set- up and sales- day of event
Prizes	2	4 hrs	research and order
Garbage	2	2 hrs	set- up and clean up--day of event
Doggie Ice Cream	1	4 hrs	set- up and sales --day of event
Judges assistants	2	4 hrs	set- up and asist-day of event
Judges	2	4 hrs each	day of event
Location contact/contract	2	2hrs	research and contact
Financials	2	6 hrs	obtain receipts
Auction item collection?	10	30 hrs	canvas friends, businesses
Auction set-up & sales	2	6 hrs	set- up and supervise-day of event
Auction money collection	4		set- up and supervise-day of event
Auction Mailing of gift cert	2	1 hr	after event
Cats ??	6		
Raffle Tickets	10	20 hrs	prior to and day of event

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<u>Stewart's Point (20)</u>			
Food	4	20	set- up and day of event
Auction item collection	6	12	set- up and day of event
Auction set-up	2	2	set- up and day of event
Room Set-up	4	4	set- up and day of event
Contract/	2	2	
<u>Fund Raising (18)</u>			
Donation cans	2	1hr/mo ea	monthly
Newsletter (see P/R)	**	**	
Dog Daze (see events)	**	**	
Christmas Wrapping	12	60	Wkends-mid-Dec -Dec24 (2/5 hr shifts)
Christmas Tree	4	6 hrs	Set up and take down-End of Nov/End of Dec
<u>P/R & Marketing (18)</u>			
P/R & Marketing Mgr & Asst	2	60 hrs/yr	Organize and support all mrktg operations
Pet of the Week	2	1 hr ea wk	Photo w/ subtitle (ICO)
Pet Notes	2	1 hr ea wk	KTDE
Adoption Posters	4	as needed	various locations
Adopted Stamp & Show	4	as needed	4x/month?
ICO articles	2	4 hrs 2x/yr	
Peddler articles	2	1 hr/month	
<u>Newsletter (47)</u>			
Janice Dolphin Contact	1	1 hr 2x/yr	Every May and Every November
Donation Info	2	4 hrs 2x/yr	article (and photo?)
Volunteer Page	2	4 hrs 2x/yr	article (and photo?)
Adoption Photos	2	10 hrs/yr	get photos from owner or take and give to l.o.
Memorials	2	4 hrs 2x/yr	collect info throughout year from treasurer
Event Photos	2	4 hrs 2x/yr	attend events- photos to layout person
Kid's Corner	2	4 hrs 2x/yr	article (and photo?)
Education & Outreach	2	4 hrs 2x/yr	article (and photo?)
Cover Story	2	4 hrs 2x/yr	article (and photo?)
Set-up/Lay-out	2	20 hrs 2x/y	

<u>Postion</u>	<u>#</u>	<u>Hours</u>	<u>Notes</u>
Events Ad	2	4 hr 2x/yr	
Current News/Info	2	4 hrs 2x/yr	article (and photo)
Disaster Prep	2	4 hr 2x/yr	article (and photo)
Financial	2	4 hrs 2x/yr	each spring for previous year
Wild Animals	2	4 hr 2x/yr	article (and photo)
Non-cat/dog pets	2	4 hr 2x/yr	article (and photo)
Stapling	6	4 hrs 2x/yr	total of 24 hrs
Mailing/sorting	6	4 hrs 2x/yr	total of 24 hrs
Donor Acknowledgement	2	2 hr 2x/yr	article (and photo)
Fostering-dog & cat	2	2 hr 2x/yr	article (and photo)
<u>Website(12)</u>			
Daily Update- lost & fnd	2	1 hr/wk?	
Photos	2	1 hour/mon	
Info update	2	1 hour/mon	
Data entry	2	2 hours/mo	
Newsletter Posting	2	1 hour/mon	
<u>Volunteer Support (12)</u>			
Data Base Maintenance	2	2 hrs/month	
Volunteer Party			
Food	2	4 hrs	
Prizes/awards	2	4 hrs	
Location	2	4 hrs	
Set-up/tear down	4	4 hrs	
<u>Donor Support (12)</u>			
Thank you letters	2	1 hr/mo	
Condolence letters	2	1 hr/mo	
Development- individual	4	1 hr/mo	
Grant Writing	2	40 hrs/yr	
Data Base	2	2 hrs/mo	

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<u>Education and Outreach (6)</u>			
Disaster Prep	2	5 hrs/yr	
Schools	2	6 hrs/yr	
Social Organizations	2	10 hrs/yr	
<u>Spay/Neuter Programs (6)</u>			
Cats-	2	5 hrs/mo	
Dogs-	2	5 hrs/mo	
Care-a-Van	4	5hr/eom	
<u>Communcation (14)</u>			
Phone (see operations)			
Website (see Website)			
Communcation Mgr & Asst	2	10 hrs/mo	
Sonoma County	2	1 hr/mo	
Mendo County	2	1 hr/mo	
Local Communities	2	2 hrs/mo	
<u>Intra-RCHS</u>			
Brd to Programs	2	2hrs/mo	
Programs to Brd (1/prgrm)	3	2 hrs/mo	
Weekly intra communication	1	2 hrs/mo	
<u>Wild Animal Rescue & Info</u>			
	2	varies	
	361	positions	.