

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

Service Coordinator Washington, DC:

- Coordinates all volunteer activities in the DC house

Service Coordinator Nova:

- Coordinates all volunteer activities in Nova

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.