

Responsibilities for AoF

1. Back up Database Managers; Resp – Rich Foley
2. Subscription Processor; Resp - ?
 - a. Includes process for emptying mail box, data input and money deposited in the bank in a timely manner.
3. Route Captains; Resp – Dave Mills
 - a. Each Route has a single Captain.
 - b. Protocol for flag delivery including the timing of delivery.
 - c. “Walk In’s” – Order & Money taken while delivering flags. The filled in form must be turned in with the money.
 - d. Form to be mailed in envelope with money and sent to PO box for processing
 - e. Seller must be able to deliver sleeve and flag for the “walk in” order if promised that day.
4. Customer Point Person for Flag Holiday; Resp - ?
 - a. Two People responsible for all problem resolutions for each flag holiday.
 - b. Different club members for each holiday are the plan.
 - c. How are they contacted when it is their duty day for “flag holiday”?
5. Subscription Sellers; Resp – All Club Members
 - a. New Form for 2017 - Show Form
6. OoF Fund Manager; Resp - Mike Gerlaugh
 - a. Treasurer for the AOF receipts of checks and or cash. (This is a subset of the Club Treasurer’s job and will need to work in coordination with the Club Treasurer.)
7. Prep Manager; Resp – Dave Mills
 - a. Responsible for the procurement of flags, poles and related material for flag assembly. Also the storage of and maintenance of flags.
8. Sleeve Team; Resp – Dave Mills
 - a. Specific people to install new sleeves prior to the flag holiday.