

- o Collect fees and various monies and make deposits as necessary.
- o Prepare and monthly accounting report for the treasurer.
- o Coordinate with federal, state, and local entities that require information or coordination on various projects. (i.e. State Tourism Offices)
- o Actively promote the efforts and objectives of the Society to the general public and private entities, soliciting where possible donations and new memberships.
- o Report and coordinate with the board as they deem necessary. Create a monthly status report for the board.
- o Assist the board in setting up and coordinating meetings and the dissemination of their information.