

Grand Haven Woman's Club

Position: **Fundraising Chair**

Date: June, 2020

RESPONSIBILITIES:

- Chair Fundraising Committee

DETAILS:

- Recruit/retain members of the Fundraising Committee to ensure several skill sets are met (graphics, letter writing, creative thinking)
- Develop schedule of fund-raising activities for the year
- Develop budgets for each event to ensure the Club's annual Contributions income budget is realistic
- Educate committee members about the budget numbers, so that they understand the goals for each activity
- Schedule periodic meetings with the committee to ensure everyone understands timelines for each activity's needs
- Along with event chairs, develop sponsorship menu in an effort to approach potential sponsors once a year with all sponsorship options
- Report upcoming activities to the board at monthly board meetings and to the membership at each meeting. Ask members to donate items as needed
- Ensure enough committee members are available to "man" all of the fundraising activities taking place at each membership meeting
- When appropriate, write article for the newsletter or to be posted on FB page
- The chair person should collect volunteer hours for committee and report hours.

TERM LIMIT AND VOTING PRIVILEGES:

- This position is appointed by the President
- This position has voting rights at monthly board meetings
- Attendance at board meetings is necessary to ensure quorum