

IWCNE Fundraising Chair

Purpose of the Position

The Fundraising Chair manages the Fundraising Committee, oversees fundraising events, and serves on the Charity Selection Committee.

General Duties

1. Recruits chairwomen for major fundraising events.
2. Forms and chairs the Fundraising Committee comprised of the President, Potluck Coordinator, and the Chair of each major fundraising event.
3. With the Fundraising Committee:
 - Plans and schedules the year's fundraising events.
 - Creates a general budget with projected fundraising amounts and sends to the Treasurer.
 - Creates a budget for each fundraising event.
4. Attends Executive Board meetings and gives the Fundraising Report.

Charity Selection Duties

The Fundraising Chair serves on the Charity Selection Committee either as Chair or as a member. This committee is comprised of IWCNE members in good standing who wish to serve and can attend both charity selection meetings in February.

In her charity selection duties, the Fundraising Chair:

1. Prepares an article for the newsletter in November and January asking for Charity Selection Committee members.
2. Solicits applications from nominated charities. Charities should be relatively small benefiting primarily women and children. The club non-sectarian and non-political policies must be followed. A charity can be nominated for a second time.
3. Distribute applications completed by charities to committee members.
4. Schedules both committee meetings and ensures all committee members can attend.
5. Participates in the evaluation process during both committee meetings.
6. Schedules selected charities for an in-person interview with the committee.
7. Announces the selected charities to the membership and maintains contact with these organizations throughout the year. Invites them to IWCNE events as appropriate.