

## **FUNDRAISING CHAIR**

### **Job description**

The Chair is a member of the Board of Directors in charge of fundraising activities. The primary fundraiser is the annual Meet Your Public Officials event. It is not a sensitive position with respect to the League's nonpartisan policy.\*

### **GENERAL RESPONSIBILITIES**

- Understands the duties of the Fundraising Chair.
- Understands the duties of the various Communication Committee members (*The Voter*, Website, Facebook, eBlasts, print media, etc.) and works with them to publicize the event.
- Selects a planning committee for fundraising event(s) and allocates specific assignments,
- Trains successor and hands over current updated manual.
- Cleans out files and ensures that important documents are archived.

### **TIME-SPECIFIC DUTIES**

- Oct.-Nov.: Consults with Board on date, time, and location and reserves venue for annual fundraiser, Meet Your Public Officials (aka MYPO).
- Nov.-Jan.: Assembles committee and holds preliminary meeting to: solicit ideas, confirm planning timeline, identify division of tasks, schedule meetings, etc.
- Jan.: Submits budget proposal to Budget Committee. Makes plans with Treasurer to document income and expenses
- Feb.-Mar.: Meets with committee on regular basis to plan details of and allocate responsibilities for venue setup, publicity, food and drink, ticket printing and sales, invitations to public officials (POs), letters to members, raffle and auction contributions, organization of interactions with POs, and other tasks.
- April: Recruits additional volunteers to fill multiple positions at the event (announcers, greeters, ticket takers, food and drink pickup and servers, raffle ticket sellers, auction helpers, supplies, decorations, set-up and clean-up, etc.)
- April: Arranges for printing of event program, including appreciation to donors. Follows up after the event with thank you letters to food, drink, and raffle and auction item donors, volunteers, and venue manager.
- May: Reports to the Board on MYPO attendance, participation of public officials, expenses, income, and requests feedback.

\*See LWVA website for Non-Partisan and Diversity policies.  
Adopted March 19, 2015