



KarmaSue Job Description for Fundraising Committee Members

Fundraising Committee Role

The Fundraising Committee provides input to and participates in raising funds to support the work of KarmaSue.

Fundraising Committee Chair

- Oversee the successful implementation of the committee tasks
- Plan and prepare meeting agendas
- Lead Fundraising Committee meetings
- Ensure the recording and submission of meeting minutes
- Recruit and recommend Fundraising Committee members
- Submit brief summary for quarterly Board of Directors meetings

Accountability

- The Fundraising Committee is a standing committee established annually by the Board of Directors
- The Fundraising Committee reports to the Executive Director
- The Chair is to be determined by the Committee annually; a two-year term option is available

Composition and Terms of Service

- The committee will have a minimum of three members
- The Executive Director is assigned to serve on the committee
- Once the Board of Directors has more than five members, a Board member will be assigned to the committee as the Board liaison and shall not have the role of Committee Chair
- The terms of service will be one year, with opportunities for serving additional terms

Responsibilities

- Provide input into development of the annual campaign, including direct mail, personal solicitation, and events fundraising (including annual event, private events, silent auction, etc.)
- Engage in the execution of all aspects of the annual fundraising campaign, including marketing efforts, personal solicitation, and the acknowledgement process
- Help plan and implement campaigns to solicit funds from the KarmaSue community and beyond
- Help to identify new prospects and potential funders
- Report activities and communicate to the Chair of the Fundraising Committee
- Liaise and communicate as appropriate with the Executive Director
- Identify and recruit community leaders to serve on the Fundraising Committee

Committee Member Expectations

- Attend and participate in regular Fundraising Committee meetings
- Prepare adequately for meetings in order to make informed decisions
- Making an annual financial gift to KarmaSue

Committee Size: Three to five members

Term: One-year term commitment is requested; renewable upon mutual agreement up to five consecutive one-year terms

Time Commitment: Estimated to be four to eight hours per month

Meeting Requirement: One monthly committee meeting; allocation of time to meet with or contact donors or prospects; costs associated with participating in fundraising events will be the responsibility of the volunteer committee member

Preferred Experience and Skills:

- Understanding of KarmaSue as a charitable organization
- Willingness to make a personal annual contribution to KarmaSue and to solicit others
- Commitment to KarmaSue and willingness to promote the education, counseling, and financial programs

For further information or to inquire about the committee, please [email](mailto:karmasuecancer@gmail.com) the KarmaSue Crew today (karmasuecancer@gmail.com)!