

# SONC Local Committee Fundraising Chair



The Fundraising Chair is an individual that is responsible for organizing efforts to raise money for the local program. Ideally, this Committee will have multiple, active members, all of whom will be overseen by the Fundraising Committee Chair, and the group will share the responsibilities outlined below. As with all management volunteers, a volunteer screening form and background check must be completed.

## Minimum responsibilities:

- Recruit, screen and train new members of the Fundraising Committee
- Adhere to SONC specific and SOI policies
- Follow the state and area financial reporting system
- Attend and fully participate in local committee meetings
- Communicate regularly with committee members, Local Program Coordinator and Finance Chair
- Ensure that an annual fundraising plan is developed, approved by the Finance Chair and Local Program Coordinator, and that it is implemented
- Ensure the recommended duties of the Fundraising Committee are delegated to its members
- Evaluate committee members' service annually to determine if continued membership is recommended, and if increased responsibility should be given, or if they should be removed from the committee or re-routed to another position
- Evaluate fundraising plans, goals and objectives annually
- Submit a final report to the local coordinator to assist with the completion of the local accreditation document

## Additional potential responsibilities:

- Use a system such as an Excel spreadsheet to track all program revenue
- Come up with fun, new ideas to raise maximum amount of money with minimum amount of effort
- Utilize athletes and/or volunteers at fundraising events
- Attend fundraising events
- Solicit donations from local businesses and members of the community
- Work with SONC Community Resource Director to apply for grant money