

# Greenville Unitarian Universalist Fellowship

## **Committee Charter**

### **Year-Round Budget Drive Committee**

Replaces "Year Round Canvass" April, 2003  
Approved by Program Council June 3, 2015  
Approved by Board June 10, 2015

#### **Mission:**

To plan and execute the year-round budget drive to raise funds to support the annual operating budget of the Fellowship.

#### **Qualifications for Chair:**

An ability to assess, plan, and implement fund raising activities. Needs ability to communicate well with all aspects of congregation membership, board and program council. Needs working knowledge of budget and finance issues.

#### **Qualifications for Vice-Chair and Members:**

#### **Overall Responsibilities:**

To plan, organize and execute all budget drive activities and events to ensure the completion and submission of a pledge card by all members and friends to indicate their annual pledge to the operating fund and/or to confirm membership.

#### **Functions:**

1. Committee chair is a member of the Program Council and participates in their monthly meetings
2. Recruit, select, train and work with committee members
3. Work closely with other committees, leadership and staff as appropriate to coordinate efforts
4. Submit article/notice/announcements to the Spark and/or Flame as appropriate to publicize the work and needs of the committee
5. Develop and recommend an annual budget to accomplish the committee's work
6. Work within the allocated budget to be a good steward of the resources
7. Plan the annual budget drive, including setting dates, soliciting volunteers, identifying and training stewards, publicizing events, soliciting pledges, recording & totaling pledges, reporting progress, etc
8. Coordinate with the Membership Committee, DLRE and other leadership to design the pledge card so that it functions effectively to update needed information and confirm membership
9. Provide Budget Drive information and service to new members during the year and between annual Budget Drives