

Greenville Unitarian Universalist Fellowship

Committee Charter

Fundraising Committee

Approved by Program Council June 2023

Approved by Board June 2023

Mission:

To raise funds for the operating budget of the Fellowship apart from the annual pledge drive.

Overall Responsibilities of Chair/Co-Chairs:

To coordinate and oversee all Fundraising events which are designated in the budget as income items. This includes setting dates for events, and either directly planning and executing or overseeing a committee to plan and execute the event. Tasks may include soliciting volunteers, arranging vendors, setup, cleanup, revenue/cash management, publicizing the event, and creating enthusiasm for participation in the event themselves, etc.

Functions of Chair/Co-Chairs:

1. Participate or send committee member as liaison in Program Council monthly meetings when necessary or requested.
2. Maintain a liaison with a member of the finance committee and participate in their meetings if requested.
3. Recruit, select, train and work with committee members
4. Work closely with other committees, leadership and staff as appropriate to coordinate efforts
5. Submit article/notice/announcements to the Spark as appropriate to publicize the work and needs of the committee.
6. Develop and recommend an annual budget to accomplish the committee's work
7. Work within the allocated budget to be a good steward of the resources
8. Plan, schedule, organize and execute the Annual Auction.
9. Plan schedule, organize and execute at least one additional fundraiser which might include the No-Talent Talent Show, ensuring minimization of distracting or competing fundraising efforts.
10. Assist with communication of and adherence to the Fellowship's policy regarding fundraising which prohibits committees other than Fundraising or any group or individuals from conducting fundraising. (CYRE is exempt from this policy for their travel and social activities.) Policy also ensures that all proceeds from fundraising go directly and only to the general operating fund, unless otherwise approved in advance by the Board. No committee, group or individual may conduct fundraising efforts for special items or purposes.