



www.twc-detroit.org

Fundraising Chairperson

Position Description

Type of Position	Committee	Commitment Length	1 Year
Continuous Recovery	1 Year	Time Commitment	High

Role of the Fundraising Chairperson

The Fundraising Chairperson is responsible for coordinating and planning six of the seven events (including Progressive Dinner) that raise money for TWC throughout the year. The Fundraising Chairs will recruit and develop volunteers as they deem necessary to help with the planning, set-up and tear down of each event. This position has an intense workload throughout the entire year. To be successful and avoid burnout, the Fundraising Chairperson must develop and use systems that allow volunteers to successfully participate with minimal direction when helping with fundraising events. This position requires a named co-chair for smooth transition between program years.

Essential Functions

- Secure donation items for silent auctions.
- Work with Desktop Publishing Chairperson to ensure items are correct in event flyers.
- Run 50/50 raffle and silent auction at each event except Progressive Dinner.
- Solicit volunteers for each event in advance when possible.
- Work with Board Event Sponsors to assure successful events.
- Assure beverage and food items are available as necessary.
- Procure signed contracts for each event at least three months in advance.
- Procure signed contracts for each DJ according to the Fundraising timeline.
- Secure donation and purchased items for conference weekend raffles.

Talents Needed for Success

- Advanced project management skills.
- Organization and attention to detail.
- Ability to manage volunteers for each event to successful outcomes.
- Ability to work within a budget.
- Ability to delegate work programs while maintaining oversight.



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TWC Purpose (taken from the TWC bylaws)

The purpose for which the corporation is organized is solely for charitable and educational purposes as described in Section 501 (c) (3) of the Internal Revenue Code of 1954 (as amended or corresponding provisions of any future United States Internal Revenue Code), especially relating to the education of gay, lesbian, bisexual, transgender and allied communities on substance abuse issues.

Discrimination policy (taken from TWC bylaws, Article VI – Public Policy)

This corporation, in its dealing with clients, applications, employees and organizations will in no way discriminate against any individual or group of individuals because of race, creed, color, sex, sexual orientation, gender identity or expression, disability, religion, national origin, age, height, weight, veteran status, marital status or political affiliation.



Fundraising Chairperson

Timeline

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Timing	Task / Item
Every Meeting	<ul style="list-style-type: none"> • Attend every Committee meeting to keep in touch with the conference theme as it evolves. • Update group on key planning activities for the current month's event and the following month's event; ex., at the September meeting, you will report on progress being made toward the September and October events. • Engage Committee and Board members to help solicit donations. • Let the group know of any needs you may have as you approach the conference.

Timing	Task / Item
For August Meeting	<ul style="list-style-type: none"> • Get event planning calendar from AA and Al-Anon Chairs to coordinate events. • Get budget for venue rental from AA and Al-Anon Chairs. • Organize storage unit and inventory items as a starting reference for items you will need throughout the year. • Get confirmation of date availability and signed contracts from the church representative, where possible, including pancake breakfast; in the past, the church representative will only sign contracts through November and then one at a time, three months in advance. • Start compiling a list of DJs that we've used for the Halloween (October), New Year's Eve (December 31) and Valentines (February) dances and also for the conference dance on Saturday; you may add new DJs to the list where appropriate. • Secure the Halloween DJ if possible.
For September Meeting	<ul style="list-style-type: none"> • Gather a minimum of two volunteers in addition to your co-chairs to assist in the planning of events; Note - the September meeting is open for anyone who might be interested in volunteering. • Secure DJs for all events if possible, report progress. • Plan September event according to Event Planning Sheet. • Report on October event ideas.



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Timing	Task / Item
<p>For October – February Meetings</p>	<ul style="list-style-type: none"> • Report progress on venue contracts. • Report progress on DJ contracts. • Plan current month’s event according to Event Planning Sheet. • Report on next month’s event ideas.
<p>December Progressive Dinner</p>	<ul style="list-style-type: none"> • Although this event is under the Fundraising Chairperson’s supervision, the work is done almost entirely by the Appetizer, Entrée and Dessert Hosts.
<p>January Pancake Breakfast</p>	<ul style="list-style-type: none"> • This event is the primary responsibility of the Hospitality Chairs. • Reserve hall, handle 50/50 raffle tickets and run silent auction.
<p>Conference Weekend</p>	<ul style="list-style-type: none"> • Sell 50/50 and Celebration raffle tickets in the Hospitality Suite and at all social events in preparation for the Sunday raffle. • Promote raffle items and sell item raffle tickets throughout the conference weekend – display pictures of items in the Hospitality Suite.
<p>Following the Conference</p>	<ul style="list-style-type: none"> • Be available to answer questions during the transition.