



Annual Fundraiser Chairs and Responsibilities

President's Event Responsibilities

- Appoint the Chair of the Women's Chamber Annual Fundraiser
- Approve all expenditures according to WCC budget
- Notify recipients of funds raised and presented at June meeting
- Keep job descriptions and other pertinent information including the policies and procedures for chairs and give job descriptions to Event Chair and distribute to event committee.

Treasurer Responsibilities

- Receive all funds and deposit monies in WCC bank account
- Have financial reports when required
- Provide copies of all financial reports to the President
- Include all expenditures and revenues from the event in the Annual Fundraiser section. The amount distributed to charities will be decided by the Board of Directors after the annual budget has been approved by general membership.
- Complete tax letter to be sent to contributors

Event Chair Responsibilities

- **Ensure the event is well run resulting in a successful fundraiser. Start the planning cycle in June/July and meet with the president and a selected committee to assist in the planning the stages of the event**
- Select committee chairs
- Schedule meetings with newly appointed committee chairs to review job descriptions, time lines
- Appoint a secretary to take minutes at the fundraising meetings. The event secretary will email the minutes from the fundraiser meeting to fundraiser committee members
- Create a calendar of fundraising meetings

- Schedule a debriefing meeting two weeks after the event
- Seek approval of all printed material and various other costs by President
- Preview with President venue possibilities that provide the best location for attendees, high level service including menu selections, etc. Secure a written contract based on amount of deposit required with prior approval from President and Treasurer. Negotiate for the lowest possible price per person.
- Schedule a meeting with catering /manager to review logistics of event room. Ask for a suggested layout of room for event. Look at food options.
- Decide upon theme for event, and how the presentation looks
- Work with President to decide how thankyou notes for each area will be handled.
- Prepare a written report within two weeks after the event and be prepared to present at the debriefing meeting to answer any questions from the committee.
- Update any procedures for the upcoming Event Chair that include new procedures and documents.

Event Recording Secretary Responsibilities

- Attend and take minutes at all fundraiser meetings
- Send all minutes via email to committee members

Advertising Chair Responsibilities

Business & Personal/Non-Profit Advertising

Business Advertising

- Review previously used contract forms and make necessary changes. All changes will be approved by the Event Chair. Necessary forms will be provided to committee
- No ads are to be included in the program book without the approval of the Event Chair and unless they have been paid for by specific deadline established by the Program Book Chair.
- No complimentary ads will be given without the approval of the Event Chair and the President.
- Keep a record of the ad size and payment of money to be collected and established follow up dates for collection of payment.
- Keep a master list of those businesses being called upon and by whom. No committee member will make new calls unless cleared by Ad Chair to avoid duplication.

- Communicate with Sponsorship Chair to avoid selling an ad to a potential sponsor before sponsorship is obtained
- Large advertisers should receive a thank you note with a copy of the program either by mail or done in person.
- If there is no one on the committee who can design the ads, then an additional cost to the ad should be included for the printer to design them. All printed material or changes must be approved by the Event Chair.
- Review program with the Program Chair.
- Report should include advertiser's name, contact info, ad size & amount paid.
- Keep a record of the ad size and payment of money to be collected and establish follow up dates for collection of payment.
- The Ad Chair will proof the event program with the Program Chair.
- Ad copy/photographs printed material must be picked up from printer and returned to advertising if requested.
- Compile a list of individuals/non- profits/businesses to be thanked for donations and volunteer efforts and should be sure to send a written thank you note.
- Prepare a written report for the Event Chair after all monies are received within two weeks of completion of event. Report shall contain advertiser name, contact info, ad size and amount paid.

Charity Liaison Responsibilities

- Serve as a go-between between the President, Event Chair and non-profit beneficiaries of the event.
- Contact the beneficiaries.
- Establish a contact/representative at each of the charities.
- With the President and Newsletter Chair, establish deadline for submission of the charity's bio and convey to charities.
- Trouble shoot any challenges or questions that the Charities might address.
- Oversee the charity volunteers.
- Communicate with the charity representative to discuss their responsibilities.
 1. Deadline for Submission of Charity's bios for Newsletter and Program Book
 2. Provide a date for charities to attend General Member Meetings
 3. Provide at least two spokespeople at the event to answer questions regarding the charity.

4. Have charities promote event with their general constituents through their general and social media platforms.
5. Send notices of Save the Date to constituents
6. Provide an overview of tasks volunteers will be performing on the day of event.
7. Encourage the sale of tickets.

Check-Out/Check-In Chair Responsibilities

- Ensure a smooth check in and check out process at the event.
- Arrange for at least four volunteers to staff the check in/out table.
- Have separate stations for collecting money and checking individuals in/out.
- Work with the Charity Liaison Chair to staff the event with Charity “volunteers” to oversee the silent and live auction tables.
- Ensure that there are sufficient credit card processing devices and that they are working smoothly.
- Coordinate with Event Chair regarding forms used for auction bids and timeline for closing the auction.
- Oversee the collection of silent auction forms from table at designated time if using forms.
- Provide receipts and payments to Treasurer at the conclusion of checkout.
- Submit a written report to Event Chair within two weeks after the event.

Decorations Chair Responsibilities

- Meet with Event Chair to discuss available decorating budget and review the selected venue.
- Create a theme and color scheme in conjunction with Event Chair.
- Along with Event Chair meet with the venue staff to discuss decorating options, lighting, etc. Ask for a venue layout to coordinate vision.
- Coordinate with Silent Auction Chair regarding decorations for silent auction display tables.
- Keep within budget decorating items and if over budget, get prior approval from Event Chair and President.
- Day of event be on hand to oversee the decorations while they are being installed.
- Coordinate decorating committee to help.
- Prepare written report for the Event Chair within two weeks after the event and present at the follow-up meeting.

Entertainment Chair Responsibilities

- Meet with Event Chair to discuss budget if hiring, kind of entertainment and any past entertainment.
- Two weeks before confirm date, time, location of performance.
- Collect invoice promptly and forward to Event Chair.
- Attend all fundraising meetings.

50/50 Chair Responsibilities

- Have a committee of 6-8 people to sell tickets at the event.
- Have name tags designate 50/50 committee member.
- Obtain tickets and baskets, & change to hand to committee members.
- Coordinate with committee to arrive 30 minutes before event to familiarize themselves with venue.
- Cease sales at agreed time by Event Chair and 50/50 Chair will count monies with Treasure.
- Have the winning ticket selected at the end of the evening. The Winning ticket will be chosen by an independent individual.
- Give half of the proceeds to the winner and half to WCC treasurer.

Greeter Chair Responsibilities

- Ask 4-6 greeters to assist with the evening of the event.
- The room can be divided according to the floor plan.
- Two greeters per door if more than one.
- Greeters will guide participants to the areas of the venue.
- Greeters will follow evening's timeline. Always punctual and courteous.
- Compiles a list of those who need to be thanked for their efforts and send thank you's promptly.
- Prepare a written report for the Event Chair within two weeks of event.

Silent Auction Chair Responsibilities

- Recruit the entire Event Committee to secure items for the silent auction event.
- Form a Silent Auction Committee to assist with the following:
 1. Compile a list of all silent auction items obtained from the previous year and circulate to the event committee to identify items they can secure.

2. Create a list and sign-up sheet of silent auction meeting dates, times and locations.
- Plan out and provide for setup and decorations of silent auction tables working with Event Chair and Decoration Chair.
 - All silent auction items must have a display item number and be wrapped securely for transport to event venue either the day before or the day of.
 - Recruit committee members as volunteers to work the day of and the evening of the event. Schedule times.
 - Work with the Charity Liaison in securing volunteers from their organizations.
 - Coordinate the closing time with Event Chair and Check Out Chair to allow adequate accounting and check out time.
 - Confer with the Checkout Chair to ensure there are enough volunteers to make check out smooth.
 - All Silent Auction items must be paid for at the time the items are processed at checkout.
 - Arrange for 2-3 committee members to help with taking forms to check out and distributing the items to the persons who bid on them.
 - Attend all event meeting and if unable prepare a report and send to the Event Chair.
 - Send out thank you notes to all individuals and businesses that donated to the silent auction.
 - Prepare a written report for Event Chair within two weeks of Event and prepare to report at the follow-up meeting.
 - Update any procedures that would be need to done for the upcoming year.

Live Auction Chair Responsibilities

- Recruit the entire event committee to secure items for the Live Auction.
- Choose 4-5 people who have good contacts and are willing to work on collecting quality items with a retail value over \$500 as determined by the committee in conjunction with Event Chair.
- Work to secure quality items.
- With the concurrence with the Event Chair select an auctioneer. A person who can serve as Master of Ceremonies (MC).
- Prepare and set-up the items for presentation during the Event cocktail hour.
- Coordinate with Checkout Chair to procure payment and checkout
- Coordinate with Event Chair and Silent Auction Chair as to timeline live auction will take place during Event.

- Prepare description of the live auction items to be used by the auctioneer/MC.
- Send thank you notes to individuals and businesses for live auction donations.
- Coordinate with Treasurer regarding issuing sales tax letters.
- Prepare a written report for the Event Chairman within two weeks of the event and prepare a report for the Fundraising Committee.
- Update any procedures that would need to be done for the upcoming year.

Photography Chair Responsibilities

- Secure a photographer along with the Event Chair for the event.
- Discuss with photographer how they will be compensated. Will there be a contract? Is there a fee to use photos?
- Create a list of pictures the Event Chair and Committees would like taken at the event.
- Work with photographer to make sure the list of pictures are taken.
- Secure with photographer when the pictures are done for WCC to use.
- Prepare a written report for the Event Chair with 2 weeks of event and send one to the fundraiser committee.

Publicity Chair Responsibilities

- Obtain as much press coverage as possible for the event. Keep all copies of all publicity information and articles that appear in the press.

Underwriting Chair Responsibilities

- Schedule a time with the Event Chair and establish the monetary goal, the timeline and how to target underwriting.
- Review and update the Underwriting Form if need.
- Nothing can be gifted or exchanged for underwriting.
- Actively encourage members and non -members to underwrite through social media, website and e-blasts.
- Provide a list of the Underwriters in a timely manner to the Program Book Chair
- Provide a report within two weeks of the Fundraiser.