

Fundraising Committee Chair Description of Role and Responsibilities

Purpose of the Fundraising Committee: The SMANA Fundraising Committee is responsible for providing SMANA with funds to use towards the operating budget. Fundraising will help SMANA support its vision, mission and goals.

Position	Fundraising Committee Chair
Role	To lead the Board in efforts to attract money. The role of the Fundraising Committee Chair is to ensure that the Fundraising Committee carries out its mandated role, that there is full participation during meetings, that all relevant matters are discussed and that effective decisions are made and carried out.
Location	Primary residence must be in North America, work can be done remotely
Key Responsibilities	<ul style="list-style-type: none"> ● Schedule meeting dates, times and access ● Chair at least 80% of regularly scheduled meetings ● Ensure meetings are called and held in accordance with the organization's' mandate ● In consultation with the Executive Committee, Fundraising Coordinator, and/or other board or committee members establish and confirm an agenda for each meeting ● Ensure the meeting agenda and relevant documents are circulated to the members of the committee 3-5 days in advance of the meeting ● Officiate and conduct meetings ● Provide leadership and ensure Fundraising Committee members are aware of their obligations and monitor committee members compliance with their responsibilities ● Ensure there is sufficient time during the meeting to fully discuss agenda items ● Ensure that discussion on agenda items is on topic, productive and professional ● Ensure minutes are complete and accurate, retained, included, and reviewed at the next meeting ● Track any action items from meetings ● Track progress on achieving fundraising goals ● Other duties as needed

Reports to	SMANA Board of Directors
Length of Appointment	1 year term with the possibility of up to 2 renewals
Time Commitment:	5-7 hours per week
Qualifications/ Requirements	<ul style="list-style-type: none"> ● SMANA member ● 1 year as a general member of the Fundraising Committee, preferred ● Undergraduate degree in social marketing or related field preferred ● 5+ years experience in social marketing, or related field, preferred ● 2+ years volunteer management experience, preferred ● Skilled in writing, time management, programming ● Skilled in Microsoft Office and Google Docs ● Ability to work on multiple projects ● Previous board, committee or strategic planning experience an asset
Support	Training provided by previous Chair and SMANA Executive Committee
Orientation	<p>Within the first month of the beginning of their service, the Fundraising Committee Chair agrees to familiarize themselves with SMANA by:</p> <ul style="list-style-type: none"> ● Reading SMANA's bylaws and mission statement: http://smana.org/wp-content/uploads/2017/03/FINAL-SMANA-Bylaws-Updated-2017-10.pdf ● Visiting the SMANA website: www.smana.org ● Reviewing committee procedures: http://smana.org/wp-content/uploads/2017/03/Board-Committee-Procedures-Final.pdf

<p>Strategic Planning and Governance Integrity</p>	<p>Ensure effective governance of the Fundraising Committee by:</p> <ul style="list-style-type: none"> ● Providing suggestions and supporting strategic planning direction ● Determining, monitoring and strengthening our fundraising planning and implementation ● Maintaining accountability and legal and ethical integrity ● Managing resources to accomplish the mission and goals ● Recruiting an effective Fundraising Committee that can accomplish our mission ● Maintaining the integrity of the organization by avoiding conflicts of interest ● Evaluating the Fundraising Committee’s effectiveness and contributing to change/improvement as necessary ● Ensuring (when/where applicable) that appropriate budgetary, accounting, auditing, reporting and investment procedures are in place and followed
<p>Resource Maintenance and Growth</p>	<p>Ensure adequate financial resources to sustain and grow the organization by:</p> <ul style="list-style-type: none"> ● Paying annual membership dues on time ● Participating in fundraising activities ● Working in consultation with Program Committee Chair
<p>Enhance SMANA’s Financial Position</p>	<p>Enhance the organization’s financial position by:</p> <ul style="list-style-type: none"> ● Creating a fundraising plan ● Determine fundraising goals ● Talking with colleagues about joining SMANA and seek out new members ● Engage donors and sponsors ● Engage full SMANA board with fundraising efforts ● Engage SMANA staff and volunteers