

Fundraising Committee Member 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 Member
Purpose	To support the activities of the Fundraising Committee and represent SMANA to individuals and organizations that may be able to contribute funds.
Location	Primary residence must be in North America, work can be done remotely
Key Responsibilities	<ul style="list-style-type: none"> ● Attendance at monthly meetings ● Provide feedback and suggestions to support the mandate of the Fundraising Committee ● Participate in tasks under the responsibility of the Fundraising Committee ● Solicit/raise funds ● Other duties as needed
Reports to	SMANA Fundraising Committee Chair
Length of Appointment	Not applicable
Time Commitment:	<ul style="list-style-type: none"> ● 1-3 hours per week ● Monthly committee meetings (1 hour)
Qualifications/ Requirements	<ul style="list-style-type: none"> ● SMANA member ● Interest in social marketing
Support	Orientation supported by Fundraising Committee Chair

<p>Orientation</p>	<p>Within the first month of the beginning of their service, the Fundraising Committee member 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>Active Participation</p>	<p>Members will actively participate in the Fundraising Committee by:</p> <ul style="list-style-type: none"> ● Providing enough time during the year to support SMANA's goals ● Attending at least 70% of regularly scheduled meetings (approx 7 per year) ● Providing feedback and contributing ideas as needed ● Taking on tasks from the fundraising plan ● Raising money
<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 ● Talking with colleagues about joining SMANA and seek out new members ● Engage donors and sponsors ● Engage SMANA volunteers