

CAND FUNDRAISING CHAIR

PURPOSE: The fundraising chair coordinates and supervises all fundraising activities of the Colorado Academy for the Colorado Academy and/or the Academy of Nutrition and Dietetics Foundation.

ELECTED OR APPOINTED: Appointed by the president

DURATION OF POSITION: Two (2) years, may serve consecutive terms

TERM OF OFFICE: Officially becomes fundraising chair at the beginning of the first business meeting of the fiscal year.

VOTING/NON-VOTING: Non-voting

LINE OF COMMUNICATION: Reports to the Treasurer

QUALIFICATIONS:

An ideal fundraising chair will...

- Be creative, positive and outgoing.
- Demonstrate an understanding of fund raising strategies and marketing techniques.
- Have organizational skills to keep track of silent auction donors and donations.
- Have good communications skills with companies, organizations, and volunteers.
- Be comfortable discussing fundraising activities with companies/organizations and asking for donations.
- Any previous experience and/or interest in fundraising is preferred.

GENERAL RESPONSIBILITIES:

The fundraising chair shall...

- Attend board of directors meetings as necessary.
- Select and organize appropriate fund raising activities for the Colorado Academy, lead and advise district associations on fund raising activities, publicly recognize members for their gifts during state meetings and functions whenever possible, and emphasize gift giving strategies best suited to the membership.
- Maintain close communications with Colorado Academy leaders and members through *The Prospector*, and when applicable, present on the Academy Foundation information at Board of Directors meetings and the annual meeting.
- Plan and execute Silent Auction activities at the Colorado Academy Annual Meeting.
- Solicit donations for Silent Auction.
- Send "Thank You" notes to Silent Auction Donors following the Annual Meeting.
- Involve district associations in all state fund raising activities, and coordinate these through the district presidents and/or foundation representatives.

FUNDRAISING COMMITTEE COMPOSITION:

The fundraising chair (along with the Colorado Academy Treasurer shall oversee the activities of the following fundraiser committee members (may include, but is not limited to)...

- At least one member of each district association. District representatives are appointed by the district president.
- Treasurer-Elect