**CHARITABLE FUNDRAISER CHAIRMAN**

**Job Description**

**2015-2016**

Coordinates fundraisers sponsored by the HSC. Arranges any and all subcommittees needed to accomplish the work of the Fundraiser. Attends all Board Meetings and functions. Reviews and understands the HSC Constitution, By-Laws and Operating Policies.

1. Reports to 2nd Vice President.
2. Attends all Board Meetings and all other regular or special meetings of the HSC.
3. Designates separate Charity Auction and Golf Scramble Chairmen at the beginning of the Board year. These individuals can serve as Co-Chairmen to the Board position and may serve as proxies at Board Meetings.
4. Oversees the Charity Auction and Golf Scramble fundraisers via the co-chairmen. Is the responsible party for making facility and legal arrangements.
5. Reviews and revises the Fundraising Vendor Contract and makes any needed changes. Has changes approved with Base Legal office.
6. Ensures incoming Charitable Fundraiser Chairman has a list of names, addresses, and phone numbers of all the previous year’s vendors.
7. Coordinates publicity for all charitable fundraisers with Publicity Chairman.
8. Keeps copy of base regulations for conducting fundraisers on Hurlburt Field.
9. Keeps detailed information about each fundraiser.
10. Submits a monthly written report via e-mail to the Secretary by 12:00pm noon Friday before the Board Meeting. If report is not submitted by e-mail before meeting, please bring copies to the meeting for all Board Members. Report should include details of activities for the month. It also lists all income and expenses for the month.
11. Contacts the 2nd Vice President by 5 PM Monday before the Board Meeting with items you wish to place on the Agenda.
12. Informs the Publicity Chairman, by the 20th of each month, of any information to be included in the Sound Newsletter or on the website.
13. If any expenditure is incurred, Fundraiser submits receipts and a reimbursement request form to the appropriate Treasurer. Receipts must be submitted within 1 month of purchase for reimbursement to be made by HSC.
14. Submits the estimated expenditures for the current year (revised budget) and estimated expenditures for next year’s budget in January to the appropriate Treasurer before the Budget Review Meeting.
15. For historical data and continuity of information, Fundraiser also submits a separate “After Action Report” to the President, 2nd Vice President, and Honorary Presidents detailing information corresponding to any special activities/duties (i.e. list of donors for Charity Auction, costs to put on Charity Auction, attendance numbers for fundraisers, and any special information that would make future projects easier).
16. Reviews and revises job description. Submits revised job description to the Parliamentarian by the December Board Meeting.
17. Keeps an accurate notebook with current and past Board year records. A Board year begins in June and ends the following May.

a. The Active Board Notebook holds the following information for the current Board year’s activities and duties: HSC Mission Statement, HSC Organization chart, Board Report Preparation, Board/Luncheon Dates, HSC Board Roster, Job Description, Monthly Calendar of Duties, monthly Board reports/agendas/minutes, Parliamentarian Procedures, Blank Motion Sheets, Constitution, By-Laws, and Operating Procedures.

b. The Board Historical Notebook holds the following information for the past years’ activities and duties: Minutes (three previous years), Board Reports (three previous years for your position), After Action Reports (three previous years), Budgets (three previous years), Historical data pertinent to your position (i.e. samples of contracts, comparisons with previous years, attendance data for an event).

1. Contacts the chairman filling the job for next year’s Board. Sets up a time to meet before the May Board Meeting. Explains the procedures of the job thoroughly and turn over all books and paperwork. Attends May’s combined Board Meeting where both incoming and outgoing Board Members are present. President may request incoming/outgoing chairpersons to meet in small groups during May Board Meeting.
2. Thank you for volunteering and have a great year!

(Revised 02/16)