

Bell Tower Memorial Committees

Administration:

Functions included are Documentation, Governance, Evaluation, Operations Management, Policy & Procedure Development, Recruiting, and Volunteer Coordination.

Facilities:

Responsible for design, construction and ongoing property maintenance, including design of the Bell Tower, parking lot and landscape features, integration of the carillon system; all associated construction cost estimates, facilitation of the bidding process, coordination of the construction phases and development of the budget and maintenance program for the property.

Finance:

Includes Accountability, Budgeting, Financial Reporting, and Inventory Tracking.

Marketing, Fundraising and Membership Development:

Responsible for Media Relations, Public Relations, Publicity, Advertising, Outreach, Website Development & Maintenance, Demographics, and Promotion to Targeted Audiences.

Generally involves targeting suitable organizations or populations to find and solicit Sponsors, Grants, Donors of dollars or in-kind products or services; and, may involve Fund Development.

Plans and conducts Campaigns, Ongoing Solicitation of Volunteers and/or Members, Periodic Follow Up, Acknowledgements (Thank You), and Recommendations for Member Benefits.

Leadership and Planning:

Provides oversight of other committees and serves to collaborate and coordinate among various board members and their respective functions; also, includes outreach to all stakeholders and collaborative efforts with selective partners.

Characteristically involves development and periodic review of the Business Plan, including Facility, Financial, Marketing, Operations, and Strategic Plans.

Programming/Education and Event Planning & Management:

Determines demand for specific educational and other Programs and Events; plans, develops, schedules, coordinates and manages programs and events whether produced internally or by external sources; finds resources to develop, schedule and present Content via wall-mounted screens, formal presentations and events in the Tower or on the grounds.

Other committees may be formed from time to time for specific long- or short-term purposes, and re-formed, or re-purposed as the need is recognized by the Board.

***For more information, or to join a committee, please contact us at
info@belltowermemorial.org or call (262) 523-0100.***

