

Northern Access Special Olympics Wisconsin

Agency #2-11

Committee Member

Description:

A committee member is responsible for formulating and enacting a fund raising plan to meet the financial needs of the Agency and for recruiting, coordinating and recognizing Agency, athletes and volunteers. The completion of responsibilities will be performed by the Agency Management Team (AMT) and Class A volunteers.

Qualifications:

The desire and enthusiasm to support the Agency program to the best of their abilities. Experience and knowledge in budget planning, special event planning, and sales as well as excellent oral and written communication skills. All committee members must be Class A volunteers.

Primary Responsibilities:

1. Behave in a manner consistent with SOWI's core values and mutual respect, positive attitudes, accountability, teamwork and dedication.
2. Know, understand and abide by the SOWI fund raising guidelines (i.e., policy regarding United Way grants, "Do not solicit list," etc.)
3. Know, understand and abide by the SOWI Official Public Relations Guide and SOWI Communication Plan.
4. Understand and, when appropriate, coordinate Agency participation in local and statewide fund raisers which benefit Northern Access Special Olympics and/or Special Olympics Wisconsin.
5. Participate in fundraising activities and represent the Special Olympics fund raising program to volunteers and the public.
6. Recognize and thank contributors, event sponsors and volunteers.
7. Develop new contacts and funding sources.
8. Complete and submit the SOWI Fundraising Project Application Form for any project or event.
9. Utilize the In-Kind Contribution Receipt and Certification of Exemption when appropriate.
10. Assist in the maintenance of PR materials as designated by AMT (Agency Fact Sheet, Facebook Updates, Newsletters, Website, etc.)
11. Regularly support the distribution of information to athletes, families, volunteers, sponsors and the general public.
12. Develop and implement ways to recognize Agency, athletes and volunteers.
13. Work closely with AMT to spread the word to the community and develop creative ideas to reach people with our message.

Meetings: Committee meetings will be held a minimum 4 times per year. (January, April, July and October).

Criteria for involvement: Committee member must be at least 18 years old and a Class A Volunteer.

Commitment: It is expected that Committee member will commit to serve for a minimum for 2 years.

By signing below, I have read and understand the description, qualifications, and primary responsibilities of a Fundraising Committee Member for the Northern Access Special Olympics Agency.

Name

Date