

SPECIAL EVENTS CHAIR

JOB DESCRIPTION

BYLAWS OF ASSISTANCE LEAGUE® OF SALT LAKE CITY

Article 8.03 Appointive Standing Committees

(d)(2) This committee shall be composed of the Chair and members as deemed necessary to plan fundraising events and, with approval of the Board and membership, implement such plans.

General Responsibilities of Fund Development Chair

The Chair shall:

1. Attend Community Relations meetings in a voting capacity and submit required reports to the Second Vice President, Community Relations.
2. Conduct Special Events Committee meetings as needed.
3. Appoint Special Events committee members subject to Board approval.
4. Submit a proposed budget to the Second Vice President, Community Relations for the succeeding year.
5. Manage the Special Events budget and approve invoices and vouchers.
6. Maintain a Special Events procedure book and/or electronic records file and ensure important information is saved in the Master Data File.
7. Submit reports, including a year-end summary, to the Second Vice President, Community Relations, as requested.
8. Submit job description changes to the Second Vice President, Community Relations for coordination with the Bylaws committee in accordance with Bylaws 8.02 (f).

Specific Chair Position Responsibilities

The Chair shall:

1. Maintain relationships/partnerships with current event sponsors to ensure continuation of fundraising events. Research new partnership/sponsorship opportunities.
2. Coordinate Special Event fundraisers, such as Annual Appeal, Giving Tuesday and Mountain Land Design events, with Consociates to avoid scheduling conflicts.
3. Work with the Donor Acknowledgement Administrator to ensure sponsors and donors are included in donor database and sent thank you letters.

4. Work with Marketing and Branding Committee and Technology Committee to publicize/advertise fundraising events.

Technology: Microsoft Word, email proficiency