



# Officers and Committees of the Board

## Job Descriptions

### FUNDRAISING COMMITTEE

**Requirements:** Must be a member of the Friends of the Mott Library Board

**Reports to:** Board President and Executive Committee

**Responsibilities:**

- Act as a liaison between the Officers of the Board and the fundraising committee
- Work with the Board President to determine qualifications for fundraising committee members, and to identify, recruit qualified, capable committee members
- Work with the Board President and the Director of the Library to determine fundraising tasks and priorities for the coming year
- Prepare annual calendar of fundraising events and activities
- Chair all fundraising committee meetings
- Schedule and give notice of fundraising committee meetings, to be held as deemed necessary
- Prepare agendas for all fundraising committee meetings and distribute to committee members at least one week prior to meeting along with all other materials pertinent to meeting, if possible
- Prepare minutes of all fundraising committee meetings and distribute to all committee members and Board President in a timely manner
- Encourage the active participation and involvement of all members of the committee at meetings and at all fundraising events and activities
- Facilitate and oversee committee work in planning and coordinating fundraising events and activities
- Work with appropriate library staff persons when coordinating fundraising events and activities
- Make regular reports to the Board on the activities and progress of the fundraising committee