

# Dailard School Foundation

<b>Job Title</b>	<b>Fundraising Chair</b>
<b>GENERAL DESCRIPTION</b>	
<p>Oversees committee chairs of Fundraising. Assist committee chairs in success of their programs by offering support and/or help as needed.</p> <p>Serve as the liaison between the board and fundraising events.</p>	
<b>SPECIFIC POSITION DUTIES</b>	
<ul style="list-style-type: none"><li>– Oversees all Fundraising events. (Pledge Drive, Jog-a-thon, Dailardfest, Dine for Dollars, Scrip)</li><li>– Help recruit new Committee chairs, seeking experienced as well as new members.</li><li>– Liaison between Foundation (inc. DADS club, Garden Club and Robotics) and outside sponsors re: sponsoring the DSF</li><li>– Outline Sponsorship levels for each year. Work closely with Jog-a-thon chairs to establish and maintain relationships within community and foster school sponsorship.</li><li>– Ensure committee chairs work within their individual budget and understand the purpose of their event/program. Ensure that there is a division of responsibilities, shared agreements and process for implementation of tasks.</li><li>– Provide a verbal and/or written report of committee activities and the needs of the committee chairs at monthly DSF Board Meetings.</li><li>– Ensure that adequate documentation and reporting is captured during the planning and end of an event/program. Provide end-of-event report of whether the event was successful either financially or by other measurement.</li><li>– Work with School Events chair to organize and prepare monthly committee chair meeting (school events meeting or A&amp;E Meeting). Ensure that agendas are available to the board and parents prior to the meeting. Occasionally attend subcommittee meetings to ensure that the event is within budget and on schedule.</li><li>– Maintain good communication with the volunteer recruiter(s) to ensure recruitment efforts are met for specific events. Ensure recruiters are friendly and welcoming of all potential volunteers.</li><li>– Communicates with Teachers as necessary.</li></ul>	
<b>BOARD MEMBER RESPONSIBILITIES</b>	
<ul style="list-style-type: none"><li>– Attend DSF Board Meetings and General Meetings</li><li>– Be an enthusiastic supporter of all activities and projects of the DSF.</li><li>– Be an ambassador of the DSF, saying positive things about activities and explaining the DSF to parents who may not understand the purpose of the organization.</li><li>– Encourage parents to become active participants.</li><li>– Be willing to assist with other tasks as needed.</li></ul>	
<b>POSITION TERM</b>	2 Academic Year

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TIME COMMITMENT	High

## Fundraising Chair

1. In charge of Fundraising event chairs and all those events include:

- Dine for Dollars
- Jog-a-thon
- Spring Social (auction)
- Boxtops
- Scrip
- Pledge Drive

2. Communicates with general community:

- Works with Jog-a-thon to promote Dailard Sponsorship
- Helps with auction to acquire donations
- Works within community build and strengthen community relationships

3. Communicate with Board

- Updates on all events.