

# Director of Fundraising & Community Service

(Does not require National APA membership)

## Officer Duties for Community Service projects:

- ✓ Attend all meetings (Officer's and Chapter)
  - ✓ Participate on the Statewide Conference Committee
  - ✓ Welcome attendees prior to meetings
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- Twice a year, the chapter officer's chooses an agency or charitable organization to support. Usually, the Director of Projects will already have a list of ideas and/or organizations to choose from. After a decision is reached, the Director of Projects talks to (either in person or by phone) the organization coordinator to determine what needs they may have and how best we can fulfill those needs.
  - Pass along all current project information to the Chapter Communications so it can be posted on our website and our newsletter.
  - The Director of Projects makes an announcement at the next chapter meeting letting our membership know about the upcoming project. During the announcement let them know what kinds of items are to be donated (or money collected), length of time, and give them a little background information about the project or organization.
  - Each month, the Director of Projects will make an announcement at each chapter meeting reminding the membership of our current service project and to "thank" everyone who has already contributed. Also the Director of Projects will pick up the donated items or money collected after each meeting and store in a safe place until you're ready to distribute to the agency or charitable organization.
  - If donated items or money is needed, the Director of Projects sends out a monthly email (along with a Wish List, if possible) as a reminder for our membership to bring in those donated items or money to our chapter meeting.
  - When all the donated items and cash are collected, make a list of everything that has been collected (so the Chapter Communications Coordinator can include the list in the next newsletter and on the Website) -- volunteers (officers or other GNC membership) will deliver the items to the agency.
    - A big poster board will be provided to the Director of Projects to be used as a display at our chapter meetings

**Officer Duties for Fundraising projects:**

**The Director of Projects will come up with 3 or 4 fundraisers per year. On a year that the Chapter is not holding the Statewide conference we will hold at least 1 half-day seminar and this would be considered a fundraising event. The monies for the fundraiser are used for the years the chapter hosts the Statewide Conference.**

**The information on the fundraiser is to be sent to the Chapter Communications Coordinator for the website and for the PaySmart. A mass email to the members announcing the fundraiser is also effective. A reminder mass email a few days before a Chapter meeting can help those who intend to donate, etc.**

**The Director of Projects should review the Fundraising website page and work with the Director of Projects to keep the website updated and current. Change is good.**