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## The Rotary Club of Pittsford

*Fullfillment. Friendship. Fun.*

# Fundraising

### **Overall Responsibility:**

The Board of Directors under the leadership of the club president has overall responsibility for the fiscal viability of the club. This responsibility includes raising of funds to finance the community service and charity projects of the club.

### **Fundraising Co-Chairs**

To assist and guide them in the responsibilities related to fundraising, the Club President and Board of Directors have created the positions of Co-Chairs for Fundraising. The Fundraising Co Chairs will be the **President Elect** and the **Past President**.

### **Duties of the Fundraising Co-Chairs**

1. To assist the club president in identifying a chairperson for each of the club's major fundraising events. (Currently this includes: The Taste of Pittsford, the Golf Tournament, and the Pancake Supper).
2. To encourage and support a succession plan that trains and identifies the future leadership for each of the major fundraising events.
3. To identify chairpersons as needed for other fundraising efforts.
4. To provide oversight to assure the timeline for each major fundraiser is on track.
5. To maintain an up-to-date knowledge of the status of each fundraising event and to report this information to the club president and board of directors on a regular basis. (Usually this will be at the monthly board meetings, but it could be additional communications such as e-mails or phone calls if needed to address issues in a timely manner.) This does not preclude the president or board from inviting a fundraising chairperson to address the Board of Directors directly.
6. To assist in preparing a revenue estimate of each fundraiser for use in the annual budget.
7. To provide a focal point for the club to:
  - a. receive and evaluate new fundraising ideas
  - b. assess the effectiveness of current fundraising events, and
  - c. modify traditional events if needed

(It will be the responsibility of the Co-Chairs to engage board members and/or other club members to effectively evaluate such proposals.)

(Note: The responsibilities of the Fundraising Co-Chairs are limited to those activities raising monies for the club's community and charity projects. This does not include any fundraising efforts for monies to be used for social activities for the club membership.)