



## **RESPONSIBILITIES OF THE MEMBERS OF The FUNDRAISING COMMITTEE**

The Fundraising Chair is a member of the Board of IWAG.  
She is elected for one year, starting immediate after the IWAG General Elections on May.  
She can serve maximum 3 consecutive years

**Committee Members:** At least 3 members

**Positions:** 1 Chair, 1 Co-Chair, 1 PR  
(when necessary: 2 Raffle/auction organizer, 1 Volunteer coordinator, 1 vendor coordinator and more)

**Terms:** One-year term

**Objective:** To raise money, through fellowship activities, toward special projects and mainly creating an annual budget of the IWAG. It is responsible for overseeing the Association's overall fund-raising.

### **RESPONSIBILITIES:**

#### **1.CHAIR AND CO-CHAIR**

##### **i.General:**

- Establish a fund-raising plan that incorporates a series of appropriate vehicles, such as IWAG Winter Fair, fund- raising events, campaigns, etc;
- Envision fundraising events and activities in cooperation with other committees;
- Identify and solicit funds from external sources of support;
- Monitor fund-raising efforts to be sure that ethical practices are in place, that donors, sponsors are acknowledged appropriately, and that fund- raising efforts are cost-effective;

- Communicate regular status Board, notifying them of any issues and concerns, as well as successes;
- Coordinate the effort to fill all Committee and Volunteer positions detailed below;
- Evaluate the effectiveness of special fundraising events.

## **ii. How to manage Donations and Sponsors (WINTER FAIR)**

- Solicit donations from local businesses.
- Prepare letters for soliciting. Have them send via IWAG email account (secretariat)
- Call all businesses that each is responsible for soliciting after letter has been mailed. Follow up.
- if interested in donating than make arrangements with Finance Committee
- Record received donations, including business/donor name, contact name, address, categorization, description and value information.
- Coordinate /Follow up with related committees that Winter Fair Sponsors' logos included in all written material, web page, newsletter

## **iii. How to invite and cooperate with Embassies (Winter Fair)**

- Determine an annual Winter Fair date: first Saturday of December every year;
- Determine 2 information/preparatory meetings for foreign missions;
  - ✓ one is at the first week of October hosted by the chair/co-chair
  - ✓ the second one is 2 weeks before the Winter Fair, preferably at the Winter Fair venue.
- Prepare information kit for all participants for these meetings (i.e. application form, bank document, sponsorship packages, request form)
- Prepare invitation letters to all foreign missions including attachment of information on IWA projects;
- Coordinate with the secretariat to send them via IWAG mail account, follow up responses
- Make a list of the participating missions including contact details.
- Note all their special requests, arrange and monitor all preparations accordingly
- Prepare a place-map for the Embassy tables according to the architectural plan of the venue.
- Help them with their preparations both during the previous and on day of the Fair.
- Coordinate with Special event team to coordinate Winter Lunch to thank all participating missions, sponsors and member

## **2. RESPONSIBILITIES OF PR**

- Design an event logo/invitation/tickets, Poster and also if necessary display signs and name tags to be used on all communications

- Identify printing company
- Coordinate and Manage deadlines for all printing materials
- Coordinate all efforts for distribution of the posters, invitations/selling tickets at least 2 weeks before the event
- liaise with and answer enquiries from media, individuals and other organizations, often via telephone and email;
- Arrange targeted media interviews: tv shows, print media, radio etc;
- Write and distribute press releases to targeted media
- Coordinate all aspects of audio and sound requirements for the event in coordination with the related committees (will vary with restrictions or requirements of outside venue).
- Prepare and coordinate all efforts to provide appreciation gifts/certificates for the donors, foreign missions etc.

### **3.RESPONSIBILITIES OF THE AUCTION and RAFFLE ORGANISER**

#### **RAFFLE**

- Coordinate all efforts collecting raffle prizes
- Make the listing and numbering of the raffle prizes
- Coordinate all efforts to create raffle tickets
- Coordinate all efforts related to selling raffle tickets (Work with the Volunteer coordinator to assist with efforts to sell tickets)
- Move items to the location and prepare a pick up location for it
- Coordinate the drawing of winning tickets and the communication of the winnings to the winner
- Work with the Treasurer to facilitate the payment of winnings

#### **LIVE AUCTION PROCESS**

##### **Pre-Event Responsibilities**

- Identify donations to be used for the Live Auction
- Identify an auctioneer
- Prepare a package of information and provide Live Auction Presentation /paper Package (if necessary: Print bid sheets for the Live Auction Items-Silent Auction)
- Move items to the location
- Prepare a table for pick-up line

##### **Event Responsibilities**

- Move baskets to item pick up location. Assist with the Item Pick up Line.
- Facilitate and record the winning bid number and amount for all silent and live auction.

##### **Post event Activities**

- Generate thank you letter to be mailed all donators (business, parish and family)
- Follow up on any silent or live auction items that were not paid for at the event and/or not claimed.

#### **4.RESPONSIBILITIES OF THE VOLUNTEER COORDINATOR**

- Develop a list of interested volunteers for special projects. (Info assembly, set-up activities, name tags, etc.)
- Solicit and assemble a team of volunteers to sell tickets
- Solicit and manage volunteers to work during previous night and/or the day of the event

#### **5.RESPONSIBILITIES OF THE VENDOR COORDINATOR (WINTER FAIR)**

- Coordinate all activity with outside vendors;
- Create a list of potential vendors (actually there is a list with contacts);
- Send the information (date, venue, price of the table) to the vendors via email, sms or phone call. Try to keep email communications;
- Keep the notes and preferences about the specifics of the vendors' locations at the exhibition hall;
- Finalize the list of vendors at least 3 weeks before the event;
- Define the regular vendors and VIP vendors (located on prime locations);
- Create the waiting list of vendors;
- Estimate how many tables/ vendors can be accommodated;
- Send the bank details for transferring the table fee and fix the deadline of payment;
- Check on regular basis the payments and remind the deadline;
- Print out the list with the names, table numbers and important notes;
- Create separate lists of different sections of the exhibition hall to make easier guiding the vendors to their locations;
- Make the map (floor plan) of the table distribution of the space allocated for the vendors;
- Form the volunteers group to set up the tables one night before the event;
- prepare the paper table tags with the names of the vendors;
- Put the number tags on the tables;
- Form the team of the volunteers who can come early morning on the day of the event;
- Locate the check point to register vendors' entrance
- Place the volunteers from the entrance to different points of venue to assist the vendors to find their tables according the lists of the hall sections;
- Go around during the event and check, that vendors would not block the walking path;
- Go around together with the treasurer or other assistant and collect remaining table fees if there are still unpaid vendors (few vendors might be added in the last minute)
- Stay till the end of the event to assist the vendors;