



Chelmsford Dog Association

## **Fundraising and Events Committee**

The Fundraising and Events Committee, a standing committee reporting to the Board of Directors, is established pursuant to Section 9.5 of the Bylaws. The President or Vice President of the Board shall serve as Executive Director to the Committee. The Committee may also include other non-Director persons whose experience and qualifications may assist the Committee and the Board in the performance of their oversight responsibilities. A majority of the Committee members, present and voting, shall constitute a quorum.

The Committee shall meet as necessary and appropriate at the call of the Chairman of the Committee or Executive Director, and shall maintain minutes of all meetings, which will be distributed to the Board, preferably in advance of the next regularly scheduled Board meeting.

The purpose of the Committee is to provide strategic planning support and policy oversight to ensure focus and direction of fundraising programs and events.

### **Committee Charter:**

Acting with the Executive Director, the Fundraising and Events Committee is charged to:

- Develop and recommend to the Board of Directors policies and procedures governing the fundraising programs and events to be offered by the CDA to subscribing members and the public.
- Provide guidance and consultation for the Executive Director in setting priorities for fundraising programs and events.
- Establish policies and guidelines to assist the Executive Director in setting the fees to be charged for events offered by the CDA.
- Establish policies and guidelines within which the Executive Director or authorized committee members are authorized to enter collaborative arrangements with other organizations and providers of services for fundraising goals.
- Suggest, plan and execute fundraising activities as approved by the Board of Directors.
- Plan and execute events sponsored by the CDA or sponsored by other entities which the CDA attends.
- Ensure that the CDA:
  1. Has in place an event evaluation process that measures the extent to which the CDA is achieving its mission;
  2. Regularly uses the evaluation data to inform and continuously improve CDA events;

**Approved by the Board of Directors – February 8, 2017**