



FUND RAISING CHAIR

Beacon Hill PTA 6.15.42

The fund raising chair is a member of the PTA board of directors. This is an appointed position, approved by simple majority vote at a board meeting in the spring. The term of this position is one year, beginning July 1st and ending June 30th of the following year. A commitment of at least two terms is desirable. Ideally, someone from the fund raising committee can be groomed to take over the chair position.

Duties and Responsibilities

- Attend monthly board meetings and quarterly PTA general membership meetings, sometimes selling t-shirts, buttons, hats, or other merchandise
- Build a fund raising committee and recruit / designate project coordinators for specific fund raisers
- Confirm and communicate annual fund raising calendar sent to families in the first day packets, and follow up through newsletters and Volunteer Coordinator emails
- Coordinate with the Volunteer Coordinator (Nancy Fujimoto) translation of fund raising forms and other promotional materials (historical forms are available for reference)
- Communicate with the treasurer to ensure accurate accounting of funds raised
- Work with the treasurer to pay costs associated with fund raisers
- Work with other board members on budget planning, event planning, fundraising, advocacy, goals / vision of PTA, and other major issues