



### **Fundraising Events Committee General Member**

*Fundraising Events Committee General Members are responsible, with appropriate NACA Office staff, for administering fundraising events for the NACA Foundation.*

**Key Competencies:** Fiscal Management, Event Support

#### **Specific Responsibilities:**

- Promotes financial giving to the NACA Foundation.
- Implements fundraising events other than those presented at conferences or regional activities, including, but not limited to, fundraising events that occur during NACA® Live.
- Assists the Fundraising Events Committee Chair with supervision and training of regional Foundation Fundraising Coordinators.
- Attends all scheduled calls and meetings.
- Additional responsibilities as assigned and agreed upon with volunteer supervisor and/or NACA office staff liaison.

#### **Qualifications:**

- ⊘ Attends volunteer meetings via Zoom and attends NACA programs whenever possible.
- ⊘ Part-time (50%) or full-time employment by a NACA member institution.
- ⊘ Volunteers are encouraged to speak with a supervisor about professional opportunities presented by volunteering with NACA, such as professional and personal growth, and possible financial support.
- ⊘ If the volunteer changes jobs during the position's term, NACA office staff must be informed of this change within two weeks.
  - ⊘ If the new institution is not a member, they must join as a member within 30 days of hiring.

#### **Association Support:**

- Access to NACA Google Drives
- Office Liaison: Event & Membership Services Coordinator

**Term of Service:** Two-year term, May 1 – April 30

- ⊘ Approximately two hours a month, including meetings and independent planning/organization.
  - ⊘ *Time commitment is flexible and often dependent upon team projects and initiatives.*
- ⊘ Term may be extended at the discretion of the Chair of the Board of Trustees.

#### **Competencies:**

- Relationship Development
- Training
- Fiscal Management
- Volunteer & Staff Management
- Event Support