

## Fundraising Committee Description

**Purpose:** This committee shall be responsible for raising capital and operating funds necessary to fulfill the purposes of the Corporation. This committee will also work closely with the Building Committee to secure materials and service donations.

### Qualifications

- Enthusiasm and passion for the mission and vision of Habitat
- A reputation for integrity, the ability to keep commitments, and willingness to learn
- Able to dedicate time to committee meetings and assisting on build projects
- Good communication skills, flexibility, and a sense of humor

### Members:

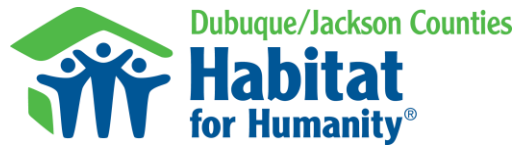
- Should be comfortable meeting with potential donors to ask for donations for the affiliate
- Should know the intricacies of HFH and be able to answer questions regarding Habitat principles, policies, and procedures
- Have good networking skills and connections in the community
- Have creative ideas and plans to generate resources
- Be able to work with all different kinds of people
- There shall be one representative from the Board of Directors that serves as a Liaison.
- There shall be at least one qualified chairperson.
- Committee members will be expected to attend meetings monthly or as determined by the committee chair based on present needs of the organization.

### Committee Chair and/or Liaison

- The committee chair will be expected to comply with the expectations of committee members outlined above and hold members accountable for doing the same.
- The chair is responsible for appointing, welcoming, and orienting new members of the committee with consultation with the Board of Directors. New members of the operating committees may be appointed at any time.
- The committee chair and/or liaison will be expected to attend regular meetings of the Board of Directors for the purpose of reporting on the work of their committees, receiving direction and guidance from the board, and seeking approval of actions proposed by their committees and requiring board approval.
- The committee chair will be expected to organize committee meetings either monthly or based on the present need of the organization. The chair is also responsible for setting the agenda for meetings.
- Meet with and train a successor.

### The Committee will:

- Identify potential individual donors and businesses who could potentially provide resources to Habitat.
- Create and organize various events to raise funds for the affiliate.
- Identify other fundraising opportunities available in the community and coordinate Habitat's presence or involvement.
- Work with the treasurer to ensure that processes are in place for donor recognition, IRS substantiation and categorized record keeping by source of income and donor.
- Maintain records of where contacts have been made to avoid duplication of effort.



- Seek a list of in-kind donations desired by the building committee and develop strategies to meet those needs in partnership with the building committee.