**Boxwood Garden Club**

**Fundraising Chair Job Description February 2023**

* The purpose of this committee is to host large and small fundraiser for needed club funds which support both our philanthropic duties and GCV requirements.
* The committee chair/members must stay abreast of local & state fundraisers that are being held by “competing” clubs/organizations.
* The committee researches potential speakers/programs to determine who/what will be a “new face” in the Richmond area and bring in the most guests/funds.
* The committee organizes **all** of the details of each large fundraiser (every other year)
* Scheduling the speaker/program, time/date, contracts/transportation/hotel and payment
* Event space scheduling, contracts and payment (event lunch included?)
* Invitations and RSVP’s
* If vendors are to be included- research those to invite/contracts/all communications/details about set up
* The committee consists of a chairman, several veteran club members and the newest members of the club.
* Once a new member has served on this committee she generally does not serve again unless she expresses a desire to do so OR she excels in an area needed for a specific need and agrees to serve if asked.
* A major fundraiser is generally held every other year or as needed.
* These funds are used for a specific project or purpose (GCV Annual Meeting, GCV Board of Governors Meeting, GCV Daffodil Show)
* Mini fundraisers are often held throughout the year.
* These funds support our annual philanthropic duties