

# **Tahoe Donner Association**

## **Giving Fund Committee Officers and Committee Members**

### **Roles and Responsibilities**

To provide an even distribution of the work of this Committee, and to aid in succession planning, each Committee Member shall take on a primary responsibility for one of the roles described below, and at least one secondary supporting role in another.

Committee Officers whose election must be reported to the Board for ratification are denoted by an asterisk (\*).

#### **1. Committee Chair\*:** Marcia Argyris

- Duties defined by Resolution 2021-5, Committee Policy and the Giving Fund Committee Charter.
- Monitors Giving Fund email account(s)

#### **2. Vice-Chair\*:** Nan Meek

- Duties defined by Resolution 2021-5, Committee Policy and the Giving Fund Committee Charter.

#### **3. Secretary:** Cathy Pellegrini

- Records meeting minutes, distributes them for review, and distributes approved minutes to Committee Members
- Oversees the writing of thank you notes to donors

#### **4. Data Analyst:** Fred Hertlein

- Maintains the Classy donation site, or other such sites as may be used by the GF
- Consults with Committee Members to establish their data needs
- Gathers data from fundraising events and circulates actionable insights for guiding future improvements
- Produces reports as needed by the Committee, the Board, TDA and/or TTCF, including campaign summary reports
- Works closely with the Treasurer

#### **5. Treasurer:** Herb Hwang

- Provides accounting and financial analysis as needed by the Committee, Tahoe Donner Staff and Board
- Reports account balances at each Committee meeting
- Prepares quarterly statement for posting on the web
- Establishes budget for awards in collaboration with the Chair and Committee Members
- Supervises fiscal portion of awards process

**6. Fundraising Subcommittee:** Betsy Noonan (lead), Nan Meek, Ashley Savageau, and Herb Hwang

- Leads team to develop and execute marketing and communications for fundraising activities
- Establishes calendared timeline for all aspects of fundraising campaign, including all communications, video production, sponsorships
- Works collaboratively and cooperatively with TDA Marketing and Communications Department and any outside contractors
- With Marketing and Communications creates and oversees production of materials and media content
- Works with the data analyst to monitor and report results to the committee

**7. Grants Subcommittee:** Carla Brown (lead), Cathy Pellegrini, Fred Hertlein, Pam Herman, Betsy Noonan

- Has participated on Grants Subcommittee previously
- Leads three-Member Subcommittee during Fall grant-making process
- Manages GF portion of grant application and selection process
- Works with Treasurer for accuracy of award amounts
- Acts as TTCF contact person for grants
- Represents the GF on TTCF's community-wide Grantmaking Committee

**8. Scholarships Subcommittee:** Diane Campbell (lead), Suzanne Sullivan, Monika De Martini, Marcia Argyris

- Has participated on Scholarship Subcommittee previously
- Leads three-Member Subcommittee during Spring/April scholarship awarding process, attached as Appendix B
- Manages GF portion of new scholarship application and selection process
- Works with Treasurer for accuracy of award amounts
- Acts as TTCF contact person for scholarships
- Represents the GF on TTCF's community-wide Scholarship Committee
- Manages continuing scholarship awards process

**9. Events Subcommittee:** Barbara Czerwinski (lead), Carla Brown

- Manages all non-fundraising GF events, such as annual barbecues, promotions, donor receptions, and similar events
- Works collaboratively with Chair on donor development and retention
- Works collaboratively with TDA Marketing and Communications Department on scheduling and promoting of all non-fundraising events

**9. Tahoe Donner News Subcommittee:** Diane Campbell (lead), and all Committee members

- Coordinate due dates
- Recruit authors and ideas

**All Committee members:** Thank you notes