**Fundraising Committee**

As TAICEP continues to grow, the need for more a coordinated Fundraising effort is needed. To this end, the TAICEP Executive Board has approved the formation of a Fundraising Committee. The Fundraising Committee liaison to the Executive Board is the Vice President for Membership.

The purpose of the Fundraising Committee is to raise funds on behalf of TAICEP from donors, sponsors and other entities.  This includes general organization sponsorships, conference sponsorships, bequest programs, money for goods and/or services provided by TAICEP, grant proposals, and other activities to generate funds for the organization.  As such, the fundraising committee will be responsible for

* Generating funds
* Developing a strategy to generate funds
* Proposing activities to generate funds
* Developing a timeline within which to regularly pursue generating funds
* Working in concert with the VP of Membership or the Executive Board to get direction on what the focus of their fundraising efforts should be
* Tracking efforts and updating information pertaining to fundraising, in conjunction with the VP of Membership
* Maintaining information in a central location for future committee members
* All efforts should be given to the EB for review and approval in advance

General Responsibilities:

* Submitting an annual fundraising plan and budget
* Creating and maintaining a fundraising calendar of activities
* Identifying and setting goals for the items listed above as well as timelines for any deliverables for Executive Board approval
* Reaching out to other TAICEP committees to identify these committee’s ideas and needs in the areas of fundraising
* Submitting an annual report detailing outcomes of the Fundraising Plan

Members: Chair, two additional positions. It would be desirable for the chair and members of this committee to have documented experience with fundraising.

Reporting relationship: The chair of this committee reports to the VP of Membership.

Executive Committee Liaison: The VP of Membership is the EC liaison.

Expected time commitment: All members of the committee are expected to actively participate in the work of the committee. Members will be expected to participate in regular conference calls, plus an additional 1-2 hours/week for research, commenting on drafts, and other work. The committee will be able to determine its own peak time for this work based on the availability of committee members. The committee chair will need to commit an additional 1-2 hours per month for liaison with the VP of Membership and the rest of the EC.

Existing resources: member survey, schedule of annual events, notes from conference chairs, and notes from VP of Membership