



COLLEYVILLE HERITAGE HIGH SCHOOL THEATRE BOOSTER CLUB  
VOLUNTEER POSITION DESCRIPTION

## Fundraising Chairperson

Revised for 2019/2020

The Fundraising Chair is responsible for coordinating and planning initiatives that raise money for CHHS Booster Club throughout the year. The Fundraising Chair will recruit and develop volunteers as they deem necessary to help with the planning, setup and execution of each program.

This position has a consistent workload throughout the entire year. To be successful, the Fundraising Chairperson must recruit and develop volunteers to successfully participate with minimal direction when helping with fundraising programs and events.

It is suggested that the Fundraising Chairperson have a co-chairperson who will assist the Fundraising Chairperson and assume the Fundraising Chairperson position the following year.

The Fundraising Chairperson reports to the Vice President.

### ***Essential Functions***

- Oversee the selection, planning, development and execution of various fundraising activities over the course of the school year
- Solicit and oversee volunteers to assist with each fundraising activity; when possible, designate a lead volunteer for each fundraising activity
- Secure donation items for silent auctions or raffles
- Work with Banquet Chairperson to ensure a successful event
- Confirm that concessions are available on performance nights as necessary

### ***Talents Needed for Success***

- Advanced project management skills
- Organization and attention to detail
- Ability to manage volunteers for each program to successful outcomes
- Ability to work within a budget
- Ability to delegate work programs while maintaining oversight

### ***Programs*** *Confirmed fundraising programs for the 2018/2019 term are...*

- Sponsorships
- Playbill Ad Sales
- Tamale Sales
- Concessions