

**ANGEL CHARITY FOR CHILDREN, INC.**

**COMMITTEE POLICIES**

Policies include the purpose and responsibilities for each of the Officers and Committee Chairs for solicitation and non-solicitation committees.

**ADVISORY BOARD CHAIR**  
**Non-Solicitation**

**PURPOSE**

The Advisory Board provides community support and professional advice to Angel Charity. The Chair is the liaison between Angel Charity and the Advisory Board.

**COMMITTEE COMPOSITION**

- The Chair of the Advisory Board is a Guardian Angel.
- Members of the Advisory Board are voted upon by the Executive Committee.
- The current members are listed in the Angel Directory.

**COMMITTEE MEETINGS**

The Advisory Board Chair schedules Advisory Board Meetings as needed.

**RESPONSIBILITIES**

- Report to the Active Guardian Angels.
- Attend transition meeting and review the report from the prior year for more detailed information.
- Remind the Advisory Board members that they are encouraged to attend at least one General Meeting, the Voting Meeting and all Advisory Board Meetings.
- Consider holding a meeting at a beneficiary site.
- Prepare a year-end report by the annual meeting in January. The Master Timeline is the first page of the year-end report.

**ASSISTANT TREASURER**  
**Non-Solicitation/Solicitation**

**PURPOSE**

The Assistant Treasurer will assist the Treasurer with a balanced ledger report through the recording of receipts for all revenue generating solicitation and non-solicitation committees. The Assistant Treasurer is also responsible for mail distribution and collecting member dues.

**RESPONSIBILITIES OF ASSISTANT TREASURER**

- Serve on the Board of Directors.
- Report to the Treasurer.
- Attend a transition meeting and review the report from the prior year for more detailed information.
- Record receipts and deposits using Quick Books Online accounting program
- Open and distribute correspondence received in the mail at least weekly. Correspondence with no name is given to the General Chair.
- Dues
  - Mail out dues notices no later than the first week in January. Note on the invoice that members who do not pay by the Voting Meeting will incur a \$25 late fee, and those that do not pay by May 1 will be dropped from membership.
  - Cherub dues are also due at the Voting Meeting.
  - Record payment of all member dues; give monthly updates to the Executive Committee and notifies the General Chair of any members who are delinquent.
  - The day after the Voting Meeting, invoice all Active, Ten Plus, Sabbatical or Sustaining members who have not paid pay his/her dues, or made installment payment arrangements, for the dues plus a \$25 late fee.
  - Email reminders every two weeks to members who have not paid.
  - On April 30, report any Members who have not paid to the General Chair, the Vice Chair and the Guardian Angels. The member will be notified that they are dropped from membership effective May 1.
- Meet with committee chairs for committees that generate revenue to determine procedure for proper reporting of all receipts.
- Deposit cash and checks in the bank. Run credit card transactions at least weekly. Monitor the e-pay and direct-deposit payment collections.
- Maintains a balance ledger for each committee and assist with monthly reconciliations and reporting as needed.
- Assist the Treasurer at all events and general meetings.
  - Store, maintain and deliver cash boxes and credit card processing equipment,
  - Provide volunteer training sessions for receipts procedures
  - Deliver the Angel Chips the night of the Ball and return them to storage.
- Serve on the Finance Committee.
- Serve on the Endowment / Board Restricted Investment Oversight Committee
- Prepare a detailed Year-end report by Annual Meeting in January. The Master Timeline is the first page of the year-end report.

**ATTENDANCE & ARRANGEMENTS COMMITTEE**  
**Non-Solicitation**

**PURPOSE**

The Attendance & Arrangements Committee makes all the arrangements for the Board and General Meetings.

**COMMITTEE COMPOSITION**

The Attendance & Arrangements Committee is appointed by the General Chair.

**COMMITTEE MEETINGS**

The Attendance & Arrangements Committee meets as needed.

**RESPONSIBILITIES OF CHAIR**

- Report to the Operations Chair.
- Attend a transition meeting and review the report from the prior year for more information.
- Meet with Chair Elect in the fall to plan for the following year's meetings.
- Reserve and organize venues for all Board and General Meetings. It is important that the chosen venues are appropriate for business meetings. Meetings are typically held at hotels, resorts, clubs or restaurants. Responsibility includes planning menus and arranging for the centerpieces, chairs, tables, podiums, audio visual equipment, microphones and other equipment requested by the General Chair.
- Negotiate the cost and contract with the facility. Food and beverage costs should be kept to a reasonable amount per person. Review prior year end report for last year's cost. The total cost of the meeting should not exceed the total amount collected.
- Prepare and send out meeting notices. Accept regrets, RSVPs and report final meal count to the facility.
- Work with the Charity Selection Committee Chair on special arrangements for the Voting Meeting.
- Arrive early to each meeting to sign in members and collect payment.
- Bill and collect payment from members who do not regret and who do not attend a meeting.
- Prepare a year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.

**BALL CASINO GAMES CHAIR**  
**Non-Solicitation**

**PURPOSE**

The Ball Casino Games Chair plans and oversees the Ball Casino Games the night of the ball.

**RESPONSIBILITIES OF CHAIR**

- Report to the Ball Chair.
- Attend transition meeting and review the report from the prior year for more detailed information.
- Arrange and negotiate a contract with one company to provide Casino Gaming for ball night.
- Provide contract with selected gaming company to the General Chair for approval and signature.
- Meet with the Ball Chair to determine casino floor plan, lighting, signs, etc.
- Plan for refreshments and location of same for dealers with Ball Chair.
- Recruit and train volunteers to be pit bosses and drink runners on ball night.
- Help with set-up on ball day, including equipment inventory.
- Arrange delivery of supplies to the hotel and have volunteers available to help fill the trays with chips on ball day.
- Supervise all Casino activities the night of the Ball.
- Count and maintain security of Casino Chips.
- Return supplies to storage.
- Prepare detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.

**BALL CASINO GIFTS DISPLAY COMMITTEE**  
**Non-Solicitation**

**PURPOSE**

The Ball Casino Gift Display Chair plans and arranges the display and redemption of all Casino Gifts and supervises the disposition of gifts not purchased the night of the ball.

**RESPONSIBILITIES OF CHAIR**

- Report to the Ball Chair.
- Attend transition meeting and review the report from the prior year for more detailed information.
- Meet with the Ball Chair and the Ball Décor Chair to coordinate theme and colors into the display area for ball night.
- Meets with Ball Chair and hotel staff to plan layout of display area.
- Purchase necessary supplies for display area.
- Purchase bags, bubble wrap, tissue paper, etc. for packaging gifts on ball night.
- Meet with Ball Chair to arrange for display tables, stanchions, linens, chairs, etc. for ball night.
- Arrange for pick-up and delivery of Gift Certificate boards.
- Coordinate with the Casino Gift Solicitation Chair, Casino Gifts Purchasing Chair and Ball Chair the time schedule and delivery of all supplies, gifts, and display boards to the hotel on the Friday before the ball.
- Oversee the delivery and unpacking of gifts on move-in day.
- Attend the Ball Casino Gifts Volunteer meeting to thank all the volunteers.
- Provide delivery and display of unsold gifts and gift certificates at the January meeting.
- Prepare detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.

**BALL CASINO GIFTS VOLUNTEER COMMITTEE**  
**Non-Solicitation**

**PURPOSE**

The Ball Casino Gift Volunteer Committee recruits and manages all Casino Gift volunteers for Ball night.

**RESPONSIBILITIES OF CHAIR**

- Report to the Ball Chair
- Attend a transition meeting and review the report from the prior year for more detailed information.
- Attend all Ball coordination meetings.
- Provide volunteers for the Casino Gift area the night of the ball.
- Send volunteer commitment letters by October 1<sup>st</sup>.
- Provide training for Casino Gift Volunteers.
- Provide food/snacks in the Volunteer Room for all volunteers the evening of the ball.
- Provide materials and supplies for the volunteers to use at the ball.
- Have Community Service Hours forms available to volunteers.
- Make volunteer work schedule and job description prior to ball night.
- Assign positions for volunteers for ball night and mail out prior to ball night.
- Print name tags/provide volunteer aprons for ball night.
- Prepare detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.

**BALL CHAIR**  
**Non-Solicitation**

**PURPOSE**

The Ball Chair develops, maintains and oversees a timeline of activities for Ball Night.

**RESPONSIBILITIES OF CHAIR**

- Report to the General Chair.
- Serve on the Executive Committee and the Board of Directors.
- Manage and assist the following subcommittees:
  - Ball Reservations & Seating
  - Ball Entertainment
  - Ball Volunteers
  - Ball Casino Games
  - Casino Gifts Display
- Attend transition meeting and review the report from the prior year for more detailed information.
- Schedule a minimum of three meetings a year for all committee chairs involved with Ball Night.
- Meet with General Chair, Vice Chair, Events Chair, Ball Coordinator and the hotel representative to review dates, contracts and forms and to discuss any changes needed from the previous year.
- Serve as the exclusive liaison to the hotel.
- Obtain approval of the General Chair for any important decisions.
- Arrange and oversee a pre-event meeting to assure all details are addressed.
- Arrange Ball security.
- Coordinate volunteer responsibilities and recruitment with the Treasurer, Casino Gifts, Silent Auction, Ball Casino Games and Ball Reservations & Seating,
- Coordinate and oversee all deliveries in preparation for the Ball.
- Order bouquets for the General Chair and Vice Chair.
- Prepare presentation checks for the Beneficiaries.
- Plan and oversee the rehearsal of the Ball Night speeches, check presentations and drawings keeping to the timeline.
- Prepare detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.



**BALL COORDINATOR**  
**Non-Solicitation**

**PURPOSE**

The Ball Coordinator plans the overall operations and design for the Angel Ball.

**RESPONSIBILITIES OF CHAIR**

- Report to the Ball Chair.
- Serve on the Board of Directors.
- Serve on the Ball Chair Committee.
- Manages and assists the following committees:
  - Ball Cuisine Chair
  - Ball Décor Chari
  - Ball Tear Down Chair
  - Ball Favors Chair
  - Ball Invitation Design Chair
  - Ball Invitations & Mailing
- Attend transition meeting and review the report from the prior year for more detailed information.
- Obtain approval of the Ball Chair for any important decisions.
- Apply for liquor license for Angel Ball.
- Attend the pre-event meeting to assure all details are addressed.
- Develop ball program with the Donor Recognition Chair.
- Prepare detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.

**BALL CUISINE CHAIR**  
**Non-Solicitation**

**PURPOSE**

The Ball Cuisine Chair plans the menu for the Ball with input and approval of the Ball Coordinator.

**RESPONSIBILITIES**

- Report to the Ball Coordinator
- Attend transition meeting and review the report from the prior year for more detailed information.
- Coordinate all activities with the Ball Coordinator.
- Meets with the Ball Coordinator to discuss menu suggestions.
- Arrange a meeting through the Ball Coordinator with the hotel chef and the Director of Catering to plan several possible menus.
- Schedule a tasting meeting at the hotel with the General Chair, Vice Chair, and the Ball Coordinator.
- Include wine choices with the menu selections and pass this information on to person in charge of procuring the wine for the year.
- Give the final approval of the menu.
- Arrange to have menu cards printed.
- Coordinate placement of the menu cards on each table.
- Prepare detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.

**BALL DÉCOR CHAIR**  
**Non-Solicitation**

**PURPOSE**

The Ball Décor Chair coordinates and oversees the decorations for the Ball, with the input and approval of the Ball Coordinator.

**RESPONSIBILITIES OF CHAIR**

- Report to the Ball Coordinator.
- Attend transition meeting and review the report from the prior year for more detailed information.
- Coordinate all activities with the Ball Coordinator.
- Meet with the Ball Chair to discuss theme, colors, etc. for the Ball.
- Mail Solicitations for décor bids to multiple professionals before February 15<sup>th</sup>.
- Obtain bids from a minimum of three décor professionals by March 1<sup>st</sup>.
- Arrange for finalist presentation to General Chair, Vice Chair and the Ball Coordinator before April Executive Committee.
- Present a motion to the Executive Committee and Board in May for approval of chosen décor professional before contract is executed.
- Provide complete copies of all bid solicitations and submitted bids for Angel files.
- Negotiate costs for each aspect of décor, including set design, florists, linens, etc. Make sure there are flowers for the ballroom, photography area and bathrooms.
- Coordinate the return of all rental properties.
- Arrange with the Ball Coordinator to reserve La Paloma hotel rooms for design staff for Friday evening and Saturday (Ball day and night.)
- Prepare a detailed year end-report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.

**BALL ENTERTAINMENT CHAIR**  
**Non-Solicitation**

**PURPOSE**

The Ball Entertainment Chair arranges for music and entertainment with the input and approval of the Ball Chair.

**RESPONSIBILITIES OF CHAIR**

- Report to the Ball Chair.
- Attend transition meeting and review the report from the prior year for more detailed information.
- Coordinate all activities with the Ball Chair.
- Research, audition and negotiate contracts with bands/ orchestras and any other entertainment for ball night.
- Get final approval, the contract and the request for payment for the deposit to the General Chair for signatures.
- Complimentary alcoholic beverages cannot be served to a member of an orchestra. It should be included in the contract that no alcoholic beverages shall be provided by Angel Charity or the hotel.
- Coordinate with the Ball Chair to hire a professional company to provide a sound system for the ballroom and casino area.
- Coordinate with the band manager additional equipment needs required by the band/orchestra through local companies.
- Coordinate ground and air transportation to Tucson and from the airport with band/orchestra manager, if requested.
- Coordinate lodging needs for out-of-town band/orchestra members through the Ball Chair.
- Give the list of who is to room together to the Ball Chair.
- Arrange for coat racks, mirrors, dressing rooms, dining rooms and any other request for ball night from the band/orchestra with the Ball Chair.
- Coordinate entertainment rehearsal and schedule with the Ball Chair.
- Arrange for meals (as agreed upon in the contract) through the Ball Chair and the hotel.
- Arrange for delivery of donated food and drink delivered through the lower level loading dock with the Ball Chair.
- Arrange to greet the out-of-town band/orchestra members the afternoon of the ball.
- Get approval from the General Chair and the Ball Chair for any additional costs for request to play beyond contracted time.
- Arrange for final payment to band manager the night of the ball.
- Prepare detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.

**BALL FAVORS CHAIR**  
**Non- Solicitation**

**PURPOSE**

The Ball Favors Chair is responsible for choosing and purchasing the favors for the Angel Ball with the input and approval of the Ball Coordinator and the General Chair.

**RESPONSIBILITIES**

- Report to the Ball Coordinator.
- Attend transition meeting and review the report from the prior year for more detailed information.
- Coordinate all activities with the Ball Coordinator.
- Work closely with the Ball Coordinator on favor ideas, preferences and budget restrictions.
- Purchase the necessary bags, boxes, tissue paper, ribbons, etc. for packaging the favors.
- Check with the Ball Chair and Ball Coordinator as to the specifics for delivery, set up and placement of the favors the day of the Ball.
- The official favors shall be the only favors placed at the table at the Angel Ball.
- Any donor recognition of favors on tables or distributed in any other manner, such as tags or cards, must be approved by the General Chair. No solicitation shall be allowed on such tags or cards.
- Extra favors may be given to any major donors who do not attend the Ball.
- Prepare a year-end report by the annual meeting in January. The Master Timeline is the first page of the year-end report.

**BALL INVITATIONS & MAILING COMMITTEE**  
**Non-Solicitation**

**PURPOSE**

To address, stuff, stamp and mail invitations for the Angel Ball.

**COMMITTEE COMPOSITION**

The committee consists of the Committee Chair along with volunteers from Angel Charity to help assemble the Invitations.

**RESPONSIBILITIES OF CHAIR**

- Report to the Ball Coordinator.
- Attend transition meeting and review the report from the prior year for more detailed information.
- Obtain mailing lists for the Angel Ball from the Computer Committee.
- Invitations to th the Angel Ball shall be mailed to: (1) The Cherubs, Active, 10 Plus, Sabbatical and Sustaining members, Angel Charity Advisory Board, Guardian Angels and the President or Chair of the Agencies named as beneficiary for that year. (2) Donors of cash or In-Kinds within the past 3 years. (3) Attendees to either our Spring Event or the Angel Ball within the past 3 years. (4) Any volunteers or interested parties who request an invitation.
- Check with the General Chair and the Ball Invitation Design Chair to get samples of invitations. It is important to predetermine size and weight to conform to various postal criteria before mailing.
- Contact the CCU Chair regarding inserting comp tickets into the invitations before mailing.
- Contact the Silent Auction Chair regarding inserting bidding instructions into the invitations before mailing.
- When the final address list is determined, send to the company that will be printing the envelopes.
- Purchase stamps, glue sticks, and other supplies needed for assembly and mailing.
- Provide a location for assembling and stuffing the invitations and coordinate Angel volunteers.
- Deliver invitations to the main post office (Cherry Bell).
- Re-address any returned invitations whenever possible and provide corrections to the Computer Committee to keep the database accurate.
- Prepare a year-end report by the annual meeting in January. The Master Timeline is the first page of the year-end report.

**BALL INVITATION DESIGN CHAIR**  
**Non-Solicitation**

**PURPOSE**

The Ball Invitation Chair designs and prints the Ball Invitation, with input and approval of the Ball Coordinator and the General Chair.

**RESPONSIBILITIES OF CHAIR**

- Report to the Ball Coordinator.
- Attend a transition meeting and review the report from the prior year for more detailed information.
- Coordinate all activities with the Ball Coordinator.
- Meet with the Ball Coordinator to coordinate the design of the invitation with the ball décor.
- Negotiate prices for printing costs, paper, etc. with Printing Chair's assistance.
- Information for purchasing a chance ticket shall be included in all invitations.
- Confirm that envelopes chosen will take the ink well for the address printing.
- Have the Ball Coordinator give the final approval for the design of the invitations.
- Proofread all printed materials with the Ball Coordinator
- Take the invitation with all enclosures to the Post Office to determine cost per piece for postage.
- Meet with the Ball Coordinator to coordinate menu card design.
- Prepare detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.

**BALL RESERVATIONS & SEATING CHAIR**  
**Non-Solicitation**

**PURPOSE**

The Reservations & Seating Chair prepares the seating assignments for the Angel Ball with the input and approval of the General Chair.

**RESPONSIBILITIES OF CHAIR**

- Report to the Ball Chair.
- Attend transition meeting and review the report from the prior year for more detailed information.
- Receive and date all response cards for the Angel Ball.
- Prepare receipt ledger and forward with checks to the Assistant Treasurer.
- Prepare list of donations from non-attendees for the CCU Chair.
- Prepare list and forward to the Chance Ticket Chair all requests for Chance Tickets.
- Contact appropriate solicitation committee chairs for donors who should receive preferential seating.
- Contact CCU Chair, contracted Administrative Assistant (for In-kind donations) and Donor Recognition Chair for donor lists to help with preferential seating.
- Schedule seating meeting for placement of tables for the Angel Ball. Attendees should include the Guardian Angels, the General Chair, the Vice Chair, the CCU Chair and the Treasurer. Final seating arrangements are at the directive of the General Chair and the Guardian Angels.
- After seat assignments are made, prepare for the Ball Chair a list of special meal requests for the hotel.
- Recruit volunteers to be stationed at the door to assist guest to their tables. Provide them with a seating chart and training.
- Prior to events produce various lists of attendees which include table numbers with number of guests, alphabetized lists, etc.
- Prepare and alphabetize individual table seating cards for event night.
- Recruit volunteers to help with registration check-in at the Angel Ball.
- Be available near check-in for seating questions during the Angel Ball.
- Prepare detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.



**BALL TEAR DOWN COMMITTEE**  
**Non-Solicitation**

**PURPOSE**

The Ball Tear Down Committee arranges and oversees the breaking down and repacking of the unsold Casino Gifts the night of the ball.

**RESPONSIBILITIES OF CHAIR**

- Report to the Ball Chair.
- Attend transition meeting and review the report from the prior year for more detailed information.
- Meet with Ball Chair to coordinate time frame for breaking down the Casino Gifts area the night of the ball.
- Coordinate with committee members to remind them of their duties for ball night.
- Meet with General Chair to determine if there are members who did not meet their requirements for the year, who may want to help fulfill their obligations by working ball night.
- Close down the Casino Gift area the night of the ball.
- Be prepared to work until 2:00 am.
- Arrange for pick-up and delivery of all supplies and gift certificate boards to storage.
- Arrange for pick-up and storage of all unsold gifts.
- Prepare detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.

**CAPITAL CAMPAIGN/UNDERWRITING (CCU) COMMITTEE**  
**Solicitation Committee**

**PURPOSE**

To solicit cash contributions in an amount determined by the budget for that year.

**COMMITTEE MEETINGS**

The Capital Campaign/Underwriting (CCU) Chair meets as needed with the General Chair and Vice Chair. The CCU Chair meets monthly with the CCU committee until the financial goal is met.

**RESPONSIBILITIES of the Chair**

- Report to the General Chair.
- Manage and assist the following:
  - CCU/Grants & Foundations Chair
  - CCU/Planned Giving Chair
  - Donor Recognition Chair
  - Tribute and Donor Cards Chair
- Serve on the Executive Committee and the Board of Directors.
- Serve on the Charity Selection Committee.
- Attend a transition meeting and review the report from the previous year for more detailed information.
- Read the Capital Campaign/Underwriting (CCU) Committee Procedures Manual which provides detailed guidelines and policies for the CCU fundraising campaign.
- As Chair, this fulfills both Non-Solicitation and Solicitation membership requirements.
- Invite the General Chair, Vice Chair and Chair Elect to attend all committee meetings.
- Meet with General Chair, Vice Chair, CCU Coordinator and previous year CCU Chair to develop lists for solicitation.
- Review and revise pledge forms, with input from General Chair.
- Review and revise CCU brochure and cover for CCU packets, with input from the General Chair.
- Meet with Printing Chair to arrange all printing needs.
- Prepare CCU packets.
- Plan and conduct a training session on underwriting techniques for members.
- Make solicitation assignments for committee members.
- Contact the Member Liaison and General Chair immediately for their review and a resolution of this issue if a committee member is not fulfilling his/her obligation.
- Meet on a regular basis with the Assistant Treasurer to balance CCU deposits.
- Provide information concerning contributions to General Chair, Assistant Treasurer, Donor Recognition Coordinator, Ball Seating and Reservations Chair and the CCU coordinator.
- Prepare and coordinate with the Computer Committee all donor addresses.
- Prepare and coordinate with the Ball Invitation Chair complimentary seating cards to be included in the ball invitations. Follow-up with telephone calls to the donors as necessary.
- Prepare and coordinate all donor benefits for each major donor category as outlined in the CCU brochure.

- Proof donors for Donor Recognition Coordinator.
- Prepare Donor Plaque list for General Chair.
- Prepare thank you letter from CCU Chair and General Chair to all CCU donors upon receipt of pledge.
- Arrange for Board Members to make thank you calls to donors.
- Arrange for newspaper thank you to donors if space is donated.
- Monitor which Active and 10+ members have made their \$300 CCU commitment and follow up with who have not.
- Monitor and report to the Executive Committee and the Board monthly progress toward the CCU goal. Include a comparison of Year-to-Date donations with prior year Year-to-Date donations.
- Oversee Donor Recognition at the Ball to include stage recognition, check presentation, pamphlets, video screens, step and repeat boards and face to face thank yous. Thank donors that did not attend the Ball. These guidelines are outlined in the Donor Strategy section of the Strategic Plan.
- Prepare a detailed Year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.

**CAPITAL CAMPAIGN/UNDERWRITING (CCU) COORDINATOR**  
**Solicitation Committee**

**PURPOSE**

To coordinate and record the Capital Campaign/Underwriting (CCU) Contributions for the CCU Chair, solicit cash contributions and any other responsibilities as determined by the CCU Chair.

**RESPONSIBILITIES**

- Report to the CCU Chair.
- Attend a transition meeting and review the report from the prior year for more detailed information.
- Meet with General Chair, Vice Chair, CCU Chair and past CCU Chair to develop lists for solicitation.
- Help CCU Chair with record of distribution of donor list.
- Monitor which Active and 10+ members have made their \$300 CCU commitment
- Keep a spreadsheet and totals for general CCU donations (both designated and non-designated).
- Help CCU Chair with preparation of information for Donor Recognition Coordinator.
- Prepare information for the Computer Committee.
- Attend all CCU committee meetings.
- Prepare a detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.

**CAPITAL CAMPAIGN/UNDERWRITING (CCU) PLANNED GIVING CHAIR**  
**Solicitation Committee**

**PURPOSE**

The Planned Giving Committee is a sub-committee of the Capital Campaign/Underwriting (CCU) Committee and, working in cooperation with the CCU Chair and the General Chair, is responsible for soliciting planned giving for Angel Charity.

**RESPONSIBILITIES**

- Report to the CCU Chair
- Attend a transition meeting and review the report from the prior year for more detailed information.
- Meet with General Chair, Vice Chair, and CCU Chair to develop lists for solicitation.
- Solicit for planned gifts which are donations deferred until a future date, often at the death of the donor. It is usually evidenced by a legal contract.
- Prepare a detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.

**CAPITAL CAMPAIGN/UNDERWRITING (CCU)**  
**GRANTS & FOUNDATIONS COMMITTEE**  
**Solicitation Committee**

**PURPOSE**

The Grants & Foundations Committee is a sub-committee of the Capital Campaign/Underwriting (CCU) Committee and, working in cooperation with the CCU Chair and the General Chair, is responsible for writing grants requesting funding for Angel Charity's CCU campaign.

**RESPONSIBILITIES**

- Report to the CCU Chair.
- Attend a transition meeting and review the report from the prior year for more detailed information.
- Research and prepare list of eligible Grants and/or Foundations available for beneficiary (ies) funding and review with CCU Chair.
- Meet (when appropriate) with the Director and/or grant writing coordinator for the current year's beneficiary (ies) to determine that their agency meets the granting requirements and that they are not currently applying for such grants.
- Prepare all materials necessary to apply for a grant.
- Prepare spreadsheet with results of all grants requests.
- Prepare monthly report for CCU Chair and the Computer Liaison for the CCU committee.
- Attend all CCU Committee meetings.
- Prepare a detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.

**CASINO GIFTS SOLICITATION COMMITTEE**  
**Solicitation**

**PURPOSE:**

The Casino Gifts Solicitation Committee solicits gifts and/or gift certificates from the community for the Casino Gift Redemption area at the Angel Ball.

**COMMITTEE MEETINGS:**

The committee meets throughout the year as needed, usually on a monthly basis.

**RESPONSIBILITIES OF CHAIR:**

- As Chair of Casino Gifts Solicitation, this fulfills both the Solicitation and Non-Solicitation membership requirements.
- Report to the Solicitations Chair
- Serve on the Board of Directors
- Manage and assist the Purchasing Chair
- Attend transition meeting and review the report from the prior year for more detailed information.
- Monitor and report to the Solicitations Chair and the Board monthly progress. Include a comparison of year to date progress toward the goals with prior year to date progress.
- Maintain a database of Spring Event, Poker Party, Ball Casino Gifts and Silent Auction donated gifts.
- Coordinate with Spring Event, Poker Party, Ball Casino Gifts and Silent Auction on the allocation of all donated gifts.
- Prepare packets for each committee member:
  - Each committee member is required to secure a designated number (usually 15) gifts or gift certificates. Exceptions must be approved by the General Chair.
  - There is a minimum value of \$50.00 for all casino gifts.
  - Only gifts of high quality will be accepted. Services such as medical, dental, and health care will not be solicited. Gift Certificates for jewelry, art and clothing are preferred over actual merchandise. Personal items, used items or “white elephants” will not be accepted. Club memberships will be accepted.
  - A minimum of a six-month expiration date is required from contributors of gift certificates. If no expiration date is given, the contract shall state a one-year expiration from the date of the Angel Ball.
- Provide guidance to the committee on matters of solicitation.
- Work closely with the Solicitations Chair to obtain lists of available merchants.
- Coordinate with Purchasing Chair to identify and resolve shortfalls in specific gift categories.
- Casino Gifts may not be priced higher than the manufacturers’ suggested retail price, other than to round up to the nearest \$5.00.
- Receive and arrange for storage of all gifts until the day before the Ball.
- Coordinate the procedure for writing up and displaying the gift certificates.
- Coordinate the tagging of gifts.
- Provide a list of donors to the Donor Recognition Chair.
- Coordinate transportation of gifts from storage to the Ball location.

- Help with set up of the gifts with the direction of the Ball Casino Gifts Display Chair.
- Prepare year-end report by the annual meeting in January. The Master Timeline is the first page of the year-end report.



**CASINO GIFTS PURCHASING CHAIR**  
**Non-Solicitation**

**PURPOSE**

To purchase at or near wholesale prices items for the Casino Gift area on Ball Night.

**RESPONSIBILITIES OF CHAIR**

- Report to the Casino Gifts Chair.
- Attend transition meeting and review the report from the prior year for more detailed information.
- Purchase items at gift markets, online, through catalogues and local merchants for the Casino Gift Display area. There is a limited budget for travel for this committee.
- Keep accurate records of all orders.
- Monitor and report to the Casino Gifts Chair monthly progress. Include a comparison of year to date progress toward the goals with prior year to date progress.
- Monitor purchasing expenditures so as to not exceed the expense budget.
- Coordinate with the Casino Gift Chair to identify and resolve shortfalls in specific gift categories.
- Receive orders, inspect items and return any damaged goods to vendors.
- Prepare and send all invoices and request for payments to the treasurer in a timely manner for payment of purchased gifts.
- Coordinate printing of gift tags with Casino Gift Chair.
- Price and tag each item.
- Arrange for storage of purchased gifts until ball day move-in.
- Coordinate with the Casino Gifts Chair and the Ball Chair the delivery schedule for ball day move-in.
- Participate and oversee the handling of purchased gifts on both the ball move-in day and ball day.
- Coordinate with the Casino Gift Display Chair on the best way to display the purchased gifts.
- Prepare detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.

**CHAIR ELECT**  
**Non-Solicitation/Solicitation**

**PURPOSE**

The Chair Elect observes the Chair and Vice Chair and attends all committees as a learning tool for the following year.

**RESPONSIBILITIES**

- Report to the General Chair.
- Serve on the Executive Committee and the Board of Directors.
- Select Charity Selection Chair for the following year in mid-summer to begin Halo for Hire process.
- Manage and advise the Charity Selection Chair once selected.
- Attend transition meeting and review the report from the prior year for more detailed information.
- Plan “Has Been” party (with the incoming Vice Chair) to be held in October or November for all Past Chairs and Vice Chairs regardless of current membership status.
- Attend as many committee meetings as possible to learn the operation of Angel Charity.
- Determine the following year’s meeting schedule.
- Set date and attend Halo for Hire in October.
- Serve as an Advisor on the Charity Selection Committee.
- Slate Attendance &Arrangement committee in the fall to begin reserving meeting locations.
- Consult with Nominating Chair to avoid duplication in slating Executive and Committee Chair positions.
- Meet with incoming and outgoing Member Liaisons in November for recommendations for board positions.
- Select Angel members to fill all committee chair positions.
- Prepare a detailed year-end report by Annual Meeting in January. The Master Timeline is the first page of the year-end report.

## **CHANCE TICKETS COMMITTEE**

### **Solicitation**

#### **PURPOSE**

Chance Tickets are sold each year to raise funds for Angel Charity. The Chance Tickets Chair is responsible for making sure that all Chance Tickets are sold. The winners of the Chance Ticket drawing are announced at the Angel Ball.

#### **COMMITTEE MEETINGS**

The Chance Ticket Committee meets as needed.

#### **RESPONSIBILITIES OF CHAIR**

- Report to the Solicitations Chair
- Serve on the Board of Directors.
- Attend a transition meeting and review the report from the prior year for more detailed information.
- Invite the Solicitations Chair and Chair Elect to attend all committee meetings.
- Work with the Printing Chair to order the tickets as soon as the Beneficiaries are chosen at the Voting Meeting in February or March.
- Assign and distribute the tickets to the Committee and the members in April as follows:
  - Angels – As defined in the Membership Policies.
  - Beneficiaries – As determined by the General Chair
  - Committee Members – Distribute the balance to the Chance Ticket Committee Members, typically 15 to 30 each.
- Collect the completed Chance Ticket Forms and Ticket Stubs for each sold Chance Ticket. Provide the Chance Ticket Forms to the Computer Committee so that purchasers can be added to the Angel Charity donor database
- Keep track of assigned and sold tickets.
- Sell tickets at the Poker Party and the Spring Event. At one event, an Early Bird Drawing is usually held for a cash prize.
- Remind members at General Meetings and by email that assigned tickets need to be sold by the October General Meeting or it is assumed that the member has purchased the tickets and they will be billed for them.
- Any tickets assigned to Committee Members or Beneficiaries that are not sold by noon on the day of the Angel Ball will be reissued and sold at the Ball.
- Provide a status report at each Board of Directors meeting.
- As Chair of Chance Tickets, this fulfills both Solicitation and Non-Solicitation membership requirements.
- Monitor and report to the Solicitations Chair and the Board monthly progress of sold tickets. Include a comparison of Year-to-Date ticket sales with prior year Year-to-Date ticket sales.
- Prepare a detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.

**CHARITY SELECTION COMMITTEE**  
**Non-Solicitation**

**PURPOSE**

Responsible for selecting the finalists from the funding applicants that are presented to the General Membership to vote on for the year's beneficiary(ies).

**RESPONSIBILITIES OF CHAIR**

- Serve on the Board of Directors.
- Report to the Chair Elect.
- Manage and assist the Charity Selection Coordinator.
- Attend transition meeting and review the report from the prior year for more detailed information.
- Read the Charity Selection Committee Procedures Manual which provides detailed guidelines and policies for Charity Selection.
- Meet with the General Chair and Vice Chair to select the Charity Selection Coordinator.
- Set dates and location for the Community Seminar and Selection Meetings.
- Obtain minimum and maximum grant amounts for the year from the General Chair.
- Update the Charity Selection Application.
- Distribute the "Halo for Hire" information to local non-profits in September, which includes date of the Community Seminar and the application deadline.
- Host the Community Seminar in early October for all interested 501(c)(3) agencies.
- Conduct the Letter of Intent process.
- Prepare all applications for the Community Seminar.
- Slate the Charity Selection committee by inviting 10 returning members, 10 new members and 10 advisory members that have been approved by the Executive Committee to serve on Charity Selection. All committee members must have Active or Ten Plus status.
- Electronically organize all applications for the CS committee once all applications are accepted.
- Appoint and convene the Preliminary Review Committee.
- Contact the General Chair prior to the Committee orientation to determine if a small grant will be offered from the interest earned on the Board Restricted and the Endowment Funds.
- Chair orientation and agency presentation meetings.
- Arrange transportation for the Charity Selection Committee to visit the semifinalists.
- Distribute all finalist summaries and meeting notice to all Angel Charity members and the Advisory Board.
- Set agenda for the presentation of finalists at the General Membership Voting Meeting.
- Explain voting rules and procedures to the membership at the voting meeting.
- Arrange for 2 sustaining members to greet the finalists at the General Membership Voting meeting.
- After the beneficiary (ies) is chosen at the February or March General Meeting, the Charity Selection Chair announces the winner (s) and plans timeline for membership to visit and congratulate the agency (ies).

- Select a Charity Selection Ad Hoc Committee to review the process for recommendations and/or changes to the Charity Selection process and takes these suggestions to the Executive Committee for consideration.
- Present any requests for excess funds to the Board of Directors at the May meeting.
- Accept any qualified requests for funding during his/her term and take it to the Executive Committee for consideration.
- Prepares detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.

**CHARITY SELECTION COORDINATOR**  
**Non-Solicitation**

**PURPOSE**

Provide administrative support for the Charity Selection Chair.

**RESPONSIBILITIES**

- Report to the Charity Selection Chair.
- Helps the Charity Selection Chair prepare for the Halo for Hire Community Seminar in early October for all interested 501(c)(3) agencies.
- Update and assemble application information for the Charity Selection committee members.
- Update the Charity Selection Application.
- Assist the Charity Selection Chair with all committee preparations.
- Work with meeting venue manager and the Charity Selection Chair in preparing menus for the committee meetings.
- Help Charity Selection Chair arrange transportation for the Charity Selection Committee to visit the semifinalist.
- Organize and distribute electronic applications to committee members.
- Prepare ballots for all phases of the voting process
- Prepare the schedule with Charity Selection Chair for agency visits.
- Serve on the Charity Selection Ad Hoc Committee to review the process for any recommendations or changes to Charity Selection.
- Record the minutes of the Ad Hoc Committee meetings.
- Prepare detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.

**CHERUB LIAISON COMMITTEE**  
**Non-Solicitation**

**PURPOSE**

The Cherub Liaison Committee implements the Cherub Orientation during the first year of membership for new Angels. The Chair of the Cherub Liaison Committee must have previously served as a General Chair or a Vice Chair and be a member of the Guardian Council. Selection of a Chair must be approved by the Active Guardian Angels.

**COMMITTEE MEETINGS**

The Cherub Liaison Committee meets during the beginning of the year to plan the Cherub Orientation meetings and facilitates all of the Cherub Orientation meetings.

**RESPONSIBILITIES OF CHAIR**

- Report to the Member Liaison.
- Serve on the Board of Directors.
- Attend a transition meeting and review the report from the prior year for more detailed information.
- Attend the Cherub Tea and plan a program to educate and recruit Cherubs.
- Ensure that Cherubs learn about Angel Charity during their first year of membership.
- Support the Cherubs by answering all of their questions and helping them assimilate into Angel Charity.
- Introduce the Cherubs to the Angel membership.
- Hold several Cherub Orientation training meetings where presentations are given on each of the Solicitation Committees and the most important Non-Solicitation Committees. These presentations are typically given by the Angel members currently chairing those committees, or someone else familiar with the committee function.
- Hold up to two social events for the Cherubs. Encourage Cherubs to attend Angel Social Events.
- The General Chair, Vice Chair, Chair Elect and Guardian Angels should be invited to attend the Cherub Orientation meetings.
- The Cherub Liaison should keep track of the attendance of the Cherubs at the meetings and his/her performance on other committee assignments. Sponsors should be asked to assist the Cherub if he/she is not meeting the membership obligations. The Cherub Liaison shall submit a list of Cherubs not meeting the membership obligations to the Member Liaison and the Executive Committee at the October meeting. This will allow time to resolve any issues with the Cherub prior to the Cherub's invitation into Active Membership.
- The Cherub Liaison shall "present" the Cherubs who are invited into Active Membership at the January Annual Meeting the following year.
- Prepare a detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.

**COMMUNICATIONS CHAIR**  
**Non-Solicitation**

**PURPOSE**

The Communications Chair maintains and enhances the Angel Charity brand identity and image and promotes Angel Charity events through managing Angel Charity communications and media. Ensures that Angel Charity is presenting a consistent message to the community.

**RESPONSIBILITIES**

- Report to the General Chair.
- Serve on the Board of Directors and the Executive Committee.
- Manage and assist the following committees:
  - Social Media Chair
  - Public Relations Chair
  - Website Chair
  - Community Newsletter Chair
  - Member Newsletter Chair
- Approve usage and artwork for the Angel logo to maintain brand integrity.
- Approval all communications to the public.
- Provide content and radio scripts for media to General Chair for approval.
- Approve and distribute Member Newsletters and Community Newsletters through Constant Contact,
- Attend a transition meeting and review the report from the prior year for more information.
- All information representing Angel Charity in the community must be cleared through the Communications Chair.
- All printed material shall state that the General Chair should be contacted for further information.
- Prepare a detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.



**COMMUNITY NEWSLETTER CHAIR**  
**Non-Solicitation**

**PURPOSE**

The Community Newsletter Chair is responsible for promoting Angel Charity and Angel Charity events to donors and the community.

**RESPONSIBILITIES**

- Report to the Communications Chair.
- Attend a transition meeting and review the report from the prior year for more detailed information.
- Create Community Newsletters 10 – 12 times per year with the assistance of the Communications Chair.
- Get all Electronic Publications content approved by the Communications Chair.
- Monitor any expenditures to be sure not to exceed the Expense Budget, if needed.
- Prepare a detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.

**COMPUTER COMMITTEE**  
**Non-Solicitation**

**PURPOSE**

The committee is responsible for all information systems and technology within Angel Charity. It tracks, enters and reports information from all Angel Charity committees. There must be regular updating of information to keep our database current. The committee produces detailed reports/lists for various committees needing past and current information.

**COMMITTEE COMPOSITION AND MEETINGS**

The committee is made up of members that have knowledge of information technology. Committee members must be familiar with Raisers Edge NXT or willing to learn it.

**RESPONSIBILITIES OF CHAIR**

- Report to the Operations Chair.
- Serve on the Board of Directors.
- Attend a transition meeting and review the report from the prior year for more detailed information.
- Maintain the donor database and manage all software, hardware and connectivity issues within Angel Charity with the contracted Administrative Assistant.
- Assist the Website Chair as needed, with the help of the contracted Administrative Assistant.
- Other Committee Chairmen may invite the Computer Chair to his/her first meeting to educate the committee on how to interface with the Angel database.
- As Computer Chair, this position fulfills both the Solicitation and Non-Solicitation membership requirements.
- Prepare user-friendly reports for use by committees and leadership.
- Maintain and provide information on donors, events and members, with the assistance of the contracted Administrative Assistant.
- Process credit card transactions
- Manage mailings to donors, prospective donors and supporters.
- Prepare tax letters.
- Reconcile with QuickBooks
- Send thank you letters for cash donations.
- Any and all information is confidential and may not be used for any other purposes.
- Update software as updates become available.
- Renew maintenance and support contracts.
- Provide adequate training for committee members.
- Establish consistent forms for gathering information.
- Supervise data entry.
- Learn all functions of Angel Charity fundraising software.
- Learn how to use Constant Contact software.
- Backup systems at regular intervals.
- Research all Casino Gift contracts and other contracts, as needed.

- Enters all member executive committee, board and committee assignments into the database at the beginning of the year
- Monitor any expenditures to be sure not to exceed the Expense Budget.
- Prepare a detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.

**CORRESPONDING SECRETARY**  
**Non- Solicitation**

**PURPOSE:**

The Corresponding Secretary serves as the personal secretary of the organization.

**RESPONSIBILITIES:**

- Report to the Member Liaison.
- Attend a transition meeting and review the report from the prior year for more detailed information.
- Receives and answers, under supervision of the Member Liaison, correspondence for the organization.
- Provides a report to the Member Liaison prior to each Executive Committee and Board Meeting.
- Prepare membership notebooks for the Cherubs prior to their first meeting and for the Board and Executive Committee before the Board Orientation if requested by the Vice Chair.
- Acknowledge condolences, congratulations or get wells with cards to members, member spouses, donors and beneficiaries.
- Prepare a year-end report by the annual meeting in January. The Master Timeline is the first page of the year-end report.

**DONOR RECOGNITION CHAIR**  
**Non-Solicitation and Solicitation**

**PURPOSE:**

The Donor Recognition Chair will ensure that Angel Charity keeps track of all donors and coordinate all recognition.

**RESPONSIBILITIES:**

- Report to the CCU Chair.
- Attend a transition meeting and review the report from the prior year for more detailed information.
- Maintain a comprehensive list of all donors and details of recognition via website, print, social media and other.
- Serve on the CCU Committee.
- Oversee donor recognition at the Ball to include stage recognition, pamphlets, video screens and step and repeat boards as outlined in the Donor Strategy portion of the Strategic Plan.
- Compile the Ball Comp list of all cash and in-kind donors for submission to the CCU Chair.
- Work with the Photographer, General Chair and Vice Chair to have photos taken of children served by the Beneficiaries. A release must be signed by the parent or guardian of each child photographed.
- Prepare a year-end report by the annual meeting in January. The Master Timeline is the first page of the year-end report.

**ENDOWMENT / BOARD RESTRICTED**  
**INVESTMENT OVERSIGHT COMMITTEE**  
**Non- Solicitation**

**PURPOSE**

The purpose of this committee is to oversee and make recommendations regarding the investment of funds, the investment policy and the Investment Manager for the Angel Charity Board Restricted Funds and the Angel Charity Community Endowment Fund.

**COMMITTEE COMPOSITION**

- Report to the Treasurer.
- One Guardian Angel shall serve as the Committee Chair.
- Six committee members, primarily past and present Treasurers and Assistant Treasurers.
- Two Advisors from the Angel Charity Advisory Board.

**COMMITTEE MEETINGS**

The committee meets a minimum of four times a year.

**EVENTS CHAIR**  
**Non-Solicitation**

**PURPOSE**

The Events Chair is responsible for all Angel Charity Events throughout the year, whether they are held as a fundraising opportunity or to raise Angel Charity visibility in the community. Events include the Angel Ball, the Poker Party, the Spring Event and any community sponsored fundraisers. All Events must be approved by the Executive Committee and the Board of Directors.

**COMMITTEE MEETINGS**

The Events Chair should attend meetings of each event committee as needed in order to plan and execute the event.

**RESPONSIBILITIES OF CHAIR**

- Report to the General Chair
- Manage and assist the committees chairs responsible for each event. They include:
  - Poker Party Chair
  - Spring Event Chair
- Serve on the Executive Committee and the Board of Directors.
- Attend a transition meeting and review the report from the prior year for more detailed information.
- Meet with the General Chair, Vice Chair and Chair Elect to plan the events for the year.
- Monitor committee expenditures so as not to exceed the expense budget.
- Oversee storage of all event materials and supplies in a timely manner at the Angel office in coordination with the contracted Administrative Assistant.
- Provide a status report at each Board of Directors meeting.
- Prepare a detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.

**FINANCE COMMITTEE**  
**Non- Solicitation**

**PURPOSE**

The purpose of the Finance Committee is to propose the budget for the upcoming fiscal year.

**COMMITTEE COMPOSITION**

Immediate Past Treasurer (not currently serving as Treasurer) as the Chair, the current Treasurer, the Assistant Treasurer, the Immediate Past Vice Chair, and two additional members chosen by the General Chair and approved by the Executive Committee. The only member of the Executive Committee to sit on the Finance Committee is the Treasurer. The General Chair, Vice Chair, Chair Elect and all Guardian Angels should be invited to attend the Budget meeting.

**RESPONSIBILITIES OF CHAIR**

- The Chair of the Finance Committee is the Immediate Past Treasurer (not currently serving as Treasurer.)
- Report to the Treasurer
- Serve on the Board of Directors and the Executive Committee for the months of January, February and March, or until the budget is approved.
- Prepare the budget and present it to the Executive Committee and the Board of Directors for approval.
- Prepare a year-end report by the annual meeting in January. The Master Timeline is the first page of the year-end report.

**BUDGET**

- In-kind donations for non-budgeted items shall not be considered or reflected when setting the budget, the following year.
- Five (5) days prior to the approval of the Annual Budget, provide the Board with the following:
  - 1) A proposed budget listing all projected revenues and expense items, including cash value for projected in-kind donations. As in-kinds are received, the Underwriting Goal should be reduced accordingly.
  - 2) Financials for the past two years, including the amount budgeted together with the actual amounts received and spent.
- At the budget approval voting meetings, explain any increases or decreases anticipated for both revenue and expenses on the proposed budget.

**COMMITTEE MEETINGS**

This committee meets at the beginning of the year to develop the budget.



**GENERAL CHAIR**  
**Non-Solicitation and Solicitation**

**PURPOSE**

The General Chair serves as President and Chief Executive Officer of Angel Charity.

**RESPONSIBILITIES**

- Preside at all meetings of the Executive Committee, Board of Directors and General Membership.
- Manage and assist the Vice Chair, the CCU Chair, the Treasurer, the Events Chair, the Communications Chair, and the Member at Large/Parliamentarian.
- Attend a transition meeting and review the report from the prior year for more detailed information.
- Any exception to the General Policies, the Membership Policies, the Committee Policies or the specific committee Procedures Manuals must be approved in advance by the Executive Committee.
- Serve as Co-Chair of the Capital Campaign/Underwriting (CCU) Committee, Advisor to the Charity Selection Committee and as an ex-officio member of all other committees with the exception of the Nominating and Finance Committees.
- Distribute funds to the beneficiaries once the conditions of the Beneficiary Agreement have been met, the Executive Committee has been reported to, and the immediate past General Chair is in agreement.
- Select two members to sit on the Finance Committee, with Executive Committee approval.
- Sign checks from Angel Charity accounts.
- Oversee the Discretionary Fund.
- Fill any vacancies on the Board of Directors, with the exception of the elected Executive Committee members and the Active Guardian Angels.
- Invite the Chair Elect to attend all meetings,
- Perform other duties assigned by the Executive Committee.
- Serve on the Charity Selection Committee.
- Serve as the official spokesperson for Angel Charity and represent Angel Charity to the media and at any public or beneficiary events.
- Prepare a detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.
- Review the responsibilities of the Past General Chair.
- The year following a term of Chair, the General Chair shall serve as an Advisor on the Executive Committee, the Board of Directors and the Charity Selection Committee.
- The General Chair may, for the second year following his/her term as Chair, choose to take Special Status (as defined in the Membership Policies).

## **GUARDIAN ANGEL COMMITTEE** **Solicitation and Non-Solicitation**

### **PURPOSE**

The Active Guardian Angels monitor the Policies and Guidelines of Angel Charity to ensure that the organization's original objectives are preserved and protected at all times.

### **COMMITTEE COMPOSITION**

- Founding Chair Louise Thomas
- Guardian Angels Emeritus
- Up to three Active Guardian Angels

### **MEETINGS**

The Committee convenes and communicates according to the needs of the leadership and membership. The senior member shall serve as the Chair of the Committee.

### **RESPONSIBILITIES**

- Serve on the Executive Committee with a maximum of three votes.
- Serve on the Board of Directors.
- Manage and assist the Advisory Board, the Guardian Council Chair, the Legal Chair and the contracted Administrative Assistant.
- Serve on the following committees:
  - One as a voting member of the Nominating Committee
  - One as a voting member of the Endowment/Board Restricted Investment Oversight Committee
  - Two as voting advisors on the Charity Selection Committee
  - Advisory Board, with one serving as Chair
  - CCU Committee
  - Strategic Planning Committee
- Any Active Guardian Angel attending any committee meeting is entitled to a vote.
- Have the authority to remove any Angel Member, with cause, by the vote of a majority of the combined membership of the Executive Committee and the Active Guardian Angels.
- Oversee the office operations
- Update the Policies and Guidelines as needed and present them to the Executive Committee for approval.
- Update the By-laws as needed.
- Order and present the General Chair and Vice Chair Angel Pins at the end of each year, on behalf of the Board of Directors and the General Membership.
- Guardian Angels have Active Member – Special Status as defined in the Membership Policies.

**GUARDIAN COUNCIL**  
**Non-Solicitation**

**PURPOSE**

The Guardian Council assists the Guardian Angels and the Angel Charity leadership in monitoring the Policies and Guidelines of Angel Charity, addresses issues facing Angel Charity such as improving community relations, retaining members, recruiting members, and improving member satisfaction. The Council will address other issues upon request of the Angel leadership.

**COMMITTEE COMPOSITION**

The members of the Council are all the past General Chairmen or Vice Chairmen that choose to serve on the Council. Members must be Active status or Ten Plus status that have held Active status within the past five (5) years. Past General Chairmen or Vice Chairmen who have Sabbatical or Sustainer status may not serve on the Guardian Council. Past General Chairmen or Vice Chairmen who have not held Active Status within the past five (5) years may not serve on the Guardian Council. The Chair of the Guardian Council is chosen each year by the Council and announced at the January General Meeting.

**COMMITTEE MEETINGS**

The Council meets a minimum of four (4) times per year, with the Guardian Angels.

**RESPONSIBILITIES OF CHAIR**

- Report to the Active Guardian Angels.
- Manage and assist the Strategic Planning Committee.
- Serve on the Board of Directors. If the Guardian Council Chair has Ten Plus status, the Chair does not have a vote on the Board.  
Attend transition meeting and review the report from the prior year for more detailed information.
- Organize an annual luncheon in March or April for Angel Sustainers, the Guardian Angels, the General Chair, the Vice Chair and the CCU Chair.
- Provide support to the Guardian Angels as needed on the organization's adherence to policies and guidelines.
- Fills any vacancies in the Active Guardian Angels with approval of the Executive Committee.
- Prepare a detailed year end-report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.

**LEGAL CHAIR**  
**Non- Solicitation and Solicitation**

**PURPOSE**

To provide direction and guidance to the General Chair, the Board of Directors and the Active Guardian Angels on legal issues.

**RESPONSIBILITIES OF CHAIR**

- As Legal Chair, this fulfills both the Solicitation and Non-Solicitation membership requirements.
- Report to the Active Guardian Angels.
- Serve on the Board of Directors
- Attend transition meeting and review the report from the prior year for more detailed information.
- Work with the General Chair and the Active Guardian Angels to negotiate and get Beneficiary Agreements executed each year.
- Assure that Forgivable Liens are placed and removed as agreed.
- Handle modification to Beneficiary Agreements from past years.
- Assure that all annual government filings and renewals are done in a timely manner.
- Prepare a detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.

**MEMBER AT LARGE / PARLIAMENTARIAN**  
**Non-Solicitation**

**PURPOSE**

The Member at Large/Parliamentarian serves as the Parliamentarian of the organization and represents the entire membership of Angel Charity at Board and Executive Committee meetings.

**RESPONSIBILITIES**

- Report to the General Chair.
- Serve on the Executive Committee and the Board of Directors.
- Attend a transition meeting and review the report from the prior year for more detailed information.
- Assist the General Chair with Robert's Rules of Order and their implementation during Executive Committee and Board meetings.
- Assist the General Chair and Vice Chair with any assigned responsibilities. May be asked to step in to handle responsibilities of other positions if the assigned person is not doing the job.
- Communicates information to the General Membership on a periodic basis through the Angel Bulletin. All correspondence to the membership must be approved by the General Chair.
- Order and sell Angel Charity logo items to the membership. Any merchandise must be approved by the General Chair, Vice Chair or the Communications Chair.
- Prepare a detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.

**MEMBERSHIP DIRECTORY CHAIR**  
**Non- Solicitation**

**PURPOSE**

This person is responsible for assembling and distributing the Membership Directory to the Angel Charity membership.

**RESPONSIBILITIES**

- Report to the Operations Chair.
- Attend transition meeting and review the report from the prior year for more detailed information.
- Update the current membership list. Forms should be passed out at the January General Meeting. Follow up with members that do not turn in forms to assure that the information to be published is correct.
- Work with the Member Liaison and the contracted Administrative Assistant to obtain additional updates.
- Update all the information pages in the directory including the Advisory Board members.
- Work with the contracted Administrative Assistant to format the directory.
- Contact the Photographer to take pictures for the Directory at the Cherub Coffee and the February General Member Voting Meeting.
- Arrange for the printing of the Directory with the Printing Chair.
- Arrange for distribution of the Directories at the April Meeting.
- Take orders for additional copies.
- Busiest time of year is January through April.
- Prepare a year-end report by the annual meeting in January. The Master Timeline is the first page of the year-end report.

**MEMBER LIAISON**  
**Non-Solicitation**

**PURPOSE**

The Member Liaison engages and supports the membership of Angel Charity. Must have previously served on the Nominating Committee.

**RESPONSIBILITIES OF CHAIR**

- Serve on the Executive Committee, the Board of Directors and the Nominating Committee.
- Report to the Vice Chair
- Manage and assist the following committees:
  - Cherub Liaison
  - Nominating Chair
  - Corresponding Secretary
  - Social Chair
- Attend a transition meeting and review the report from the prior year for more detailed information.
- Serve as a resource to address concerns of members regarding membership or financial obligations.
- Receive and respond to requests for Status Changes from members.
- Maintain a record of Membership status.
- Must have previously served on the Nominating Committee.
- Before the end of the year, the Member Liaison shall obtain both Solicitation and Non-Solicitation committee placement preferences for the following year from each Angel member and compile members' committee placement preferences for the following year and longer term.
- Meet with the incoming General Chair and Vice Chair to place members on committees and notify members of their committee placements.
- Maintain contact with other committee chairs during the year to monitor member performance.
- If a member is delinquent in his/her membership and/or financial obligations, the course of action is handled by the following
  1. Committee Chair
  2. Member Liaison
  3. Sponsor or General Chair
  4. Guardian Angel
- In early November, contact the Treasurer, the Assistant Treasurer, all Solicitation Committee Chairs and all Event Chairs to request the names of any members that have not met the financial, membership or solicitation or non-solicitation committee obligations. Compile a list to be reviewed at a meeting of the General Chair, Vice Chair, Chair Elect, incoming Vice Chair and Guardian Angels to determine if a member will be recommended for probation or denied a seat at the Angel Ball.
- Prepare a detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report..

**MEMBER NEWSLETTER CHAIR**  
**Non-Solicitation**

**PURPOSE**

The Newsletter Chair is responsible for promoting Angel Charity and Angel Charity events to the Angel membership.

**RESPONSIBILITIES**

- Report to the Communications Chair.
- Attend a transition meeting and review the report from the prior year for more detailed information.
- Create member newsletters 10 times per year with the assistance of the Communications Chair. It should contain current information on fundraisers, deadlines and other items of interest to the General Membership. Obtain input from Vice Chair on topics to include
- Get all Electronic Publications content approved by the Communications Chair.
- Monitor any expenditures to be sure not to exceed the Expense Budget, if needed.
- Prepare a detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.



**NOMINATING COMMITTEE**  
**Non-Solicitation**

**PURPOSE**

The purpose of the Nominating Committee is to know the Angel membership well and nominate members for the Executive Committee, approve proposed Cherubs and make recommendations to fill other positions such as Charity Selection and vacancies on the Executive Committee.

**COMMITTEE COMPOSITION**

The Nominating Committee shall consist of the following:

- The Chair (appointed by the Chair Elect from the immediate past Nominating Committee)
- The immediate past Vice Chair
- The Member Liaison (who must have served on this Committee previously)
- Four additional members appointed by the Executive Committee.
- An Active Guardian

All Committee members must have previously served on the Board of Directors for a minimum of two years.

**COMMITTEE MEETINGS**

- The Committee shall meet as needed.
- The Committee shall not make any decisions unless six voting members are present.
- Voting shall be by voice vote unless any voting member requests voting by secret ballot.

**RESPONSIBILITIES OF CHAIR**

- Report to the Member Liaison
- Serve on the Board of Directors
- Attend a transition meeting and review the report from the prior year for more detailed information.
- Propose a Chair Elect, a Vice Chair, a Recording Secretary, a Treasurer and a Member Liaison to serve on the Executive Committee for the following year per the announcement schedule below.
- Propose an Executive Committee slate to the Board of Directors at its Annual Meeting in January for election by the Board.
- Organize and host the Cherub Coffee in February to recruit and orient potential new members.
- Present the elected Executive Committee slate, together with the appointed members, to the general membership at its Annual Meeting in January.
- Approve and present proposed Cherubs to the Executive Committee for its approval or disapproval.
- Present proposed Charity Selection committee members to the Executive Committee for its approval or disapproval.
- Present proposed Nominating committee members to the Executive Committee for its approval or disapproval.
- Make recommendations for appointed Board positions for the next year to the Chair Elect.
- Make recommendations to fill any vacancies of the Chair Elect, Vice Chair, Recording Secretary, Treasurer and Member Liaison among the to the Executive Committee for its ratification. In the

event the Nominating Committee is unable to meet within a reasonable time to fill the vacancy, the Executive Committee shall be so empowered.

- Prepare a detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.

### **ANNOUNCEMENT OF NOMINEES**

- A list of all potential candidates for Executive Committee positions shall be presented to the current Executive Committee in May for initial approval. The list shall include all eligible current Executive Committee members.
- The Vice Chair shall be announced to the Executive Committee in August, brought to the Board for ratification in August, and announced at the August General Meeting.
- The Chair Elect, the Recording Secretary, the Treasurer and the Member Liaison shall be announced to the Executive Committee in December, brought to the Board for ratification in January, and announced at the January General Meeting.
- The entire Executive Committee (both nominated and appointed) shall be announced to the Executive Committee in December, brought to the Board for ratification in January, and announced at the January General Meeting.

### **RESTRICTIONS**

- No member may be slated for an Executive Committee position while they serve on the committee.
- Members of the Nominating Committee may sponsor a Cherub, but may not participate in any discussion regarding the potential Cherub.

**OPERATIONS CHAIR**  
**Non-Solicitation**

**PURPOSE**

The Operations Chair is responsible for making sure that the operational and administrative functions of Angel Charity are function well.

**RESPONSIBILITIES OF CHAIR**

- Serve on the Executive Committee and the Board of Directors.
- Report to the Vice Chair.
- Manages and assists the following:
  - Computer Chair
  - Attendance & Arrangements Chair
  - Printing Chair
  - Membership Directory Chair
- Attend a transition meeting and review the report from the prior year for more detailed information.
- Monitor committee expenditures so as not to exceed the expense budget.
- Prepare a detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.

**PAST GENERAL CHAIR**  
**Solicitation**

**PURPOSE**

The Past Chair assists the General Chair and helps to maintain continuity from year to year.

**RESPONSIBILITIES:**

- Serve on the Executive Committee and the Board of Directors.
- Report to the General Chair.
- Attend transition meeting and review the report from the following year for more detailed information.
- Assists the General Chair as needed to ensure continuity from year to year.
- Serve on the Charity Selection committee as an advisor.
- Serve as the liaison to the beneficiaries from their year as General Chair and monitor the agencies until the funds are dispersed.
- Organize the Has Been Luncheon (with the previous year's Vice Chair) for all past General Chairs and Vice Chairs (regardless of their current membership status) for the week following the Angel Ball.
- Prepare a year-end report by the annual meeting in January. The Master Timeline is the first page of the year-end report.

**POKER PARTY COMMITTEE**  
**Non-Solicitation**

**PURPOSE**

The Poker Party is held as a fundraising opportunity and to increase Angel Charity's visibility in the community.

**COMMITTEE MEETINGS**

The Poker Party Committee meets as needed in order to plan and execute the event.

**RESPONSIBILITIES OF CHAIR**

- As Poker Party Chair or Vice Chair, this fulfills both the Solicitation and Non-Solicitation membership requirements.
- Serve on the Board of Directors.
- Report to the Events Chair.
- Attend a transition meeting and review the report from the prior year for more detailed information.
- Invite the Events Chair, the Treasurer and the Assistant Treasurer to attend all committee meetings.
- Monitor committee expenditures so as not to exceed the expense budget.
- Work with the Communications Chair to advertise / publicize the event.
- Coordinate all solicitations with the CCU Committee Chair and the Casino Gifts Chair.
- Prepare a detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.

**PRINTING CHAIR**  
**Non-Solicitation**

**PURPOSE**

The Printing Chair is responsible for arranging to have all forms, stationery and Capital Campaign/Underwriting (CCU) materials printed at the lowest possible cost to Angel Charity.

**RESPONSIBILITIES OF CHAIR**

- Report to the Operations Chair.
- Attend a transition meeting and review the report from the prior year for more detailed information
- Maintain relationships with local printers who will provide printing to Angel Charity as a donation or at a reduced cost.
- Inventory the Angel office to see if forms or stationery needs to be reordered.
- All printed material must be approved by the Operations Chair and the appropriate committee chair.
- Respond to committee chairs who have a requirement for printed material.
- Prepare a detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.

**PUBLIC RELATIONS CHAIR**  
**Non-Solicitation**

**PURPOSE**

The Public Relations Chair maintains and enhances the Angel Charity image and promotes Angel Charity events through marketing communications and media.

**RESPONSIBILITIES**

- Report to the Communications Chair.
- Serve on the Board of Directors.
- Attend a transition meeting and review the report from the prior year for more information.
- Employ print and broadcast media (newspaper, magazine, billboard, television, radio and other) to promote Angel Charity.
- Get all media content approved by the Communications Chair to ensure that Angel Charity is presenting a consistent message to the community.
- Maintain relationships with media contacts to get as much coverage as possible.
- All information representing Angel Charity in the community must be cleared through the Communications Chair.
- All public relations material shall state that the General Chair should be contacted for further information.
- Prepare a detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.

**RECORDING SECRETARY**  
**Non-Solicitation**

**PURPOSE**

The Recording Secretary serves as the Secretary of Angel Charity.

**RESPONSIBILITIES**

- Serve on the Executive Committee and the Board of Directors.
- Report to the Vice Chair.
- Attend a transition meeting and review the report from the prior year for more detailed information.
- Give notice of meetings as required.
- Take minutes at all Executive Committee, Board of Directors and General Membership meetings and request reports be submitted prior to the meetings.
- Minutes should be completed and distributed within a week of the meeting.
- Distribute minutes to the appropriate members.
- Past Chair and Past Vice Chair that have Active or Ten Plus Status should receive Board Meeting minutes.
- File the minutes with the Angel Charity attorney after the Annual Meeting in January.
- Keep a separate record of all motions passed by the Executive Committee and one of all the motions passed by the Board of Directors.
- Prepare a detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.



**SOCIAL CHAIR**  
**Non-Solicitation**

**PURPOSE**

The Social Chair provides social activities for Angel members to enjoy.

**RESPONSIBILITIES**

- Report to the Member Liaison.
- Attend a transition meeting and review the report from the prior year for more detailed information.
- Organize social events open to all Angel members and their friends and families.
- Prepare the annual Social Calendar with the General Chair and the Vice Chair. Distribute it to the contracted Administrative Assistant to include in the Member Directory and to the Member Newsletter Chair.
- Events can include Happy Hour, tastings, card games, shopping trips or other activities of interest to the members.
- All activities must be paid for by the participants, and incur no expense or obligation to Angel Charity.
- Prepare a detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.

**SOCIAL MEDIA CHAIR**  
**Non-Solicitation**

**PURPOSE**

The Social Media Chair is responsible for promoting Angel Charity and Angel Charity events through Social Media.

**RESPONSIBILITIES**

- Report to the Communications Chair.
- Attend a transition meeting and review the report from the prior year for more detailed information.
- Employ Social Media (Facebook, Twitter, YouTube and other appropriate media) to provide information to Angel Charity members and the community and encourage donations and attendance at events.
- Review and follow Angel Charity's Social Media Policy.
- Get all Social Media content approved by the Communications Chair to ensure that Angel Charity is presenting a consistent message to the community.
- Regularly update or create Social Media messages.
- Monitor any Social Media expenditures to be sure not to exceed the Expense Budget., if needed.
- Prepare a detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.

**SOLICITATIONS CHAIR**  
**Solicitation**

**PURPOSE**

The Solicitations Chair is responsible for solicitations that are not part of the Capital Campaign / Underwriting “CCU”.

**RESPONSIBILITIES OF CHAIR**

- Serve on the Executive Committee and the Board of Directors.
- Report to the Vice Chair.
- Manage and assist the following:
  - Casino Gifts Chair
  - Chance Ticket Chair
  - Silent Auction Chair
- Attend a transition meeting and review the report from the prior year for more detailed information.
- Monitor committee expenditures so as not to exceed the expense budget.
- Monitor and report to the Executive Committee and Board on the monthly progress of each of the Solicitations Committees. Include a comparison of Year-to-Date progress toward the goals with prior year Year-to-Date progress. Provide a copy of the monthly report to the Casino Gifts, Chance Ticket and Silent Auction committees.
- Attend Casino Gifts, Chance Ticket and Silent Auction Committee Meetings.
- Prepare a detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.

**SPRING EVENT COMMITTEE**  
**Non-Solicitation**

**PURPOSE**

A Spring Event may be held as a fundraising opportunity and to increase Angel Charity's visibility in the community.

**COMMITTEE MEETINGS**

The Spring Event Committee meets as needed in order to plan and execute the event.

**RESPONSIBILITIES OF CHAIR**

- As Spring Event Chair or Vice Chair, this fulfills both the Solicitation and Non-Solicitation membership requirements.
- Serve on the Board of Directors.
- Report to the Events Chair.
- Attend a transition meeting and review the report from the prior year for more detailed information.
- Invite the Events Chair, the Treasurer and the Assistant Treasurer to attend all committee meetings.
- Monitor committee expenditures so as not to exceed the expense budget.
- Work with the Communications Chair to advertise / publicize the event.
- Coordinate all solicitations with the Capital Campaign / Underwriting Committee Chair.
- Prepare a detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.

**SILENT AUCTION COMMITTEE**  
**Solicitation**

**PURPOSE:**

The Silent Auction Committee solicits or purchases high value gifts to be auctioned off and conducts the Silent Auction at the Angel Ball.

**COMMITTEE MEETINGS:**

The committee meets throughout the year as needed, usually on a monthly basis.

**RESPONSIBILITIES OF CHAIR:**

- Serving as Silent Auction Chair fulfills both the Solicitation and Non-Solicitation membership requirements.
- Serve on the Board of Directors.
- Report to the Solicitations Chair.
- Attend transition meeting and review the report from the prior year for more detailed information.
- Monitor and report to the Solicitations Chair and the Board monthly progress. Include a comparison of year to date progress toward the goals with prior year to date progress.
- Provide guidance to the committee on matters of solicitation.
- Work closely with the Casino Gifts Chair to maintain records of which committee is soliciting which donors.
- Receive and arrange for storage of all gifts until the day before the Ball.
- Coordinate the procedure for gift descriptions and displaying the gift certificates.
- Coordinate the software program for guests to use to purchase items at the Ball.
- Arrange for distribution of gifts after the Auction and the days immediately following the Angel Ball.
- Provide a list of donors to the Donor Recognition Coordinator and Seating and Reservations Chair.
- Coordinate transportation of gifts from storage to the Ball location.
- Help with set up of the gifts with the direction of the Ball Chair and the Casino Gifts Display Chair.
- Prepare year-end report by the annual meeting in January. The Master Timeline is the first page of the year-end report.

**STRATEGIC PLANNING COMMITTEE**  
**Non-Solicitation**

**PURPOSE**

This committee is responsible to develop a Strategic Plan to address the future of Angel Charity and ensure its success.

**COMMITTEE COMPOSITION**

Members of the Committee will be chosen by the Committee Chair and the Guardian Angels based on experience and expertise. Committee members may include the Guardian Angels, the Guardian Angels Emeritus, the Guardian Council Chair, Angel members and Advisory Board members. Members will be required to make a two to three-year commitment to serve on the committee.

**RESPONSIBILITIES OF CHAIR**

- Report to the Guardian Council.
- Serve on the Board of Directors.
- Attend transition meeting and review the report from the prior year for more detailed information.
- Develop a Strategic Plan for Angel Charity.
- Assist with the implementation and ongoing adherence to the Strategic Plan.
- Update the Strategic Plan as necessary.
- Prepare a year-end report by the annual meeting in January. The Master Timeline is the first page of the year-end report.

**TREASURER**  
**Non-Solicitation**

**PURPOSE**

Serve as Treasurer of Angel Charity.

**RESPONSIBILITIES**

- Attend a transition meeting and review the report from the prior year for more detailed information.
- Report to the General Chair.
- Manage and assist the following:
  - Assistant Treasurer
  - Finance Chair/Past Treasurer
  - Endowment / Board Restricted Investment Oversight Committee
- Serve on the Executive Committee and the Board of Directors for a period of two years. The Treasurer continues to serve until the end of the current fiscal year (March 31) or until the budget is approved by the Board of Directors the following year, whichever occurs last.
- Contact Sterling Investments (John Payne) in January to request interest funds be transferred to the Board Restricted Money Market Account.
- Assist the Assistant Treasurer in preparing and mailing Dues Invoices to all members no later than the first week in January.
- Serve as the Finance Committee Chair the year following the term of Treasurer
- Serve on the Endowment / Board Restricted Investment Oversight Committee
- Responsible for all Accounts Payable
- Maintains accurate reports for all committees
- Prepare monthly written (current year only) financial statements for the Executive and Board meetings.
- Prepare monthly report of current year checking account activity for the General Meetings.
- Provide a written bank reconciliation statement to the Executive Committee
- Notify Attendance & Arrangements to collect funds for the General Chair and Vice Chair pins.
- Update bank signature cards by April 1<sup>st</sup>.
- Provide each committee chairperson with a copy of the committee budget.
- Set up Finance Room for the Angel Ball.
- Secure Finance Volunteers for the Spring Event, the Poker Party and the Angel Ball
- Prepare a detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.
- In the year following the second year serving as Treasurer, serve as the Finance Committee Chair and serve on the Endowment / Board Restricted Investment Oversight Committee.

**TRIBUTE AND DONOR CARDS CHAIR**  
**Non-Solicitation Committee**

**PURPOSE**

Sell Angel Tribute and Donor Cards to the general membership. The proceeds are credited to the CCU/Underwriting Campaign.

**RESPONSIBILITIES**

- Report to the CCU Chair.
- Attend a transition meeting and review the report from the prior year for more detailed information.
- Meet with printing chair to order forms, donor cards and tribute cards.
- Sell Angel Tribute Cards at all General Membership meetings
- Prepare and mail Angel Charity Donor cards to recipient.
- Write thank you note for the donation to the donor acknowledging receipt of the contribution.
- Maintain spreadsheet of Tribute and Donor Card sales.
- Prepare monthly report for the CCU Chair and General Chair.
- Attend all CCU committee meetings and solicit CCU donations.
- Prepare a detailed Year-End report by Annual Meeting in January. The Master Timeline is the first page of the year-end report.



**VICE CHAIR**  
**Non-Solicitation and Solicitation**

**PURPOSE**

The Vice Chair assists the General Chair.

**RESPONSIBILITIES:**

- Serve on the Executive Committee and the Board of Directors.
- Manage and assist the following:
  - Solicitations Chair
  - Operations Chair
  - Members Liaison
  - Recording Secretary
- Attend transition meeting and review the report from the following year for more detailed information.
- Work with the General Chair to schedule and attend all transition meetings for all incoming and outgoing Executive Committee members, Board members and Committee Chairs.
- Preside at all meetings in the absence of the General Chair.
- Perform other duties that pertain to the office or as prescribed by the General Chair, Executive Committee or the Board of Directors.
- Prepare the Agenda for all Executive Committee, Board and General Meetings. Refer to previous minutes.
- Gives monthly Committee reports to the Executive Committee.
- Serve on the Charity Selection committee as an advisor.
- Is an Ex-officio member of all committees with the exception of the Nominating Committee and the Finance Committee
- As provided by the Policies and Guidelines, the Vice Chair is empowered to sign checks drawn on the funds of the Corporation.
- The year following the term as Vice Chair, serve on the Finance Committee, Charity Selection Committee and the Nominating Committee.
- The year prior to serving as Vice Chair (with the Chair Elect), plan a Has Been Party in October or November for all past General Chairs and Vice Chairs (regardless of their current membership status)
- The year following the term as Vice Chair, organize the Has Been Luncheon (with the previous year's General Chair) for all past General Chairs and Vice Chairs (regardless of their current membership status) for the week following the Angel Ball.
- The Incoming Vice Chair, as soon as announced, serves on the current year Executive Committee as an ex-officio member.
- Prepare a year-end report by the annual meeting in January. The Master Timeline is the first page of the year-end report.

**WEBSITE CHAIR**  
**Non-Solicitation**

**PURPOSE**

The Website Chair is responsible for all aspects of the Angel Charity Website.

**RESPONSIBILITIES**

- Report to the Communications Chair.
- Attend a transition meeting and review the report from the prior year for more detailed information.
- The Website should provide information to Angel Charity members and the community and encourage donations and attendance at events.
- Get all Website content approved by the Communications Chair to ensure that Angel Charity is presenting a consistent message to the community.
- Be the interface between the service provider that provides the development, maintenance and hosting of the website and Angel Charity.
- Provide the service provider with all the Angel information for updating the website. This will include information for both the member and public sections of the website. The annual CCU brochure, information on the beneficiaries, event times and icons all need to be updated.
- Assist in handling issues with payments made through the website.
- Assist with email issues with the website.
- Work with the Computer Committee as needed.
- Monitor Website expenditures to be sure not to exceed the Expense Budget.
- Prepare a detailed year-end report by the Annual Meeting in January. The Master Timeline is the first page of the year-end report.