

FMA Chairperson Descriptions and Duties

Fundraising Chair

The UW-Bothell FMA Fundraising Chairperson reports directly to the chapter Finance Officer, and is responsible for seeking out and organizing quarterly fundraising events for FMA members. The duties of the Fundraising Chairperson are as follows:

1. With the assistance of the Finance Officer, develop fundraising plan for the academic year that will allow the chapter to meet budgetary needs.
2. Create and submit a list of possible fundraising events to the board of directors 30 days prior to the beginning of each academic year.
3. Upon board approval, and by the direction of the Finance Officer, work with the Events Officer to plan and organize each fundraising event for the academic year.
4. Work closely with the Marketing Officer to advertise each event to members and create campus awareness for the event.
5. Working with the Finance Officer, ensure that all funds raised are deposited in the UW-B FMA checking account no later than 2 business days following the event.
6. No later than three days after each project, a one-page report of the event will be submitted to the Marketing Officer through the Finance Officer to be included in the quarterly chapter e-newsletter.
7. Maintain a history of each event, documenting total funds raised and member attendance.

Additional duties may be included, and the above listed duties may be adjusted as the chapter President deems necessary.