



FUND RAISING CHAIR PERSON

JOB DESCRIPTION

Updated April 21, 2021

- Keep the Sioux Falls Fireworks committee and Sports Director appraised of upcoming events
- Monitor the amount of money spent and raised to ensure that Sioux Falls Fireworks is raising enough money each year to cover the cost of events.
- Facilitate Sioux Falls Fireworks fund raising committee meetings to ensure that they are productive
- Ensure that meetings are conducted in a professional manner
- Keep committee meetings focused, create momentum and excitement
- Ensure by-laws are appropriate and compliant with Special Olympics International(SOI), Sioux Falls Fireworks and Special Olympics South Dakota(SOSD)
- Ensure that all agenda items are addressed
- Get members from the Sioux Falls area that help to achieve results (try to get members that are not currently serving on any other Sioux Falls Fireworks committees)
- Ensure that notes are kept of meetings and of decisions made by the fund raising committee
- Document proposed fund raising budget for each event and forward to Fireworks Chair Person by year end (if at all possible)
- Monitor to ensure spending is within the assigned budget and report possible overage to the Fireworks Chair Person as soon as they are suspected/detected

REQUIREMENTS

- Must be a member of the Fireworks committee or have an identified liaison that is a member of the committee
- Term Limit is two (2) years
- Must have an approved volunteer application on file with SOSD
- Minimum age of 21 years old