

**LEA COUNTY WOMEN'S NETWORK  
BASIC RESPONSIBILITIES  
Fund Raising Committee Chair**

**THE TERM OF OFFICE IS FROM: January 1 through December 31 in year following election of office in October.**

- **The Fund Raising Committee Chair shall be comprised of LCWN member.**
- **Function is to coordinate at least one annual fun raiser activity for the network.**
  - **Shall create a detailed check list of responsibilities of the event and a copy given to the President to keep with the annual records.**
- **The Committee Chair shall propose fun raising activities to the Board of Directors.**
  - **Needing Board of Directors approval**
  - **Notify quickly to Board of Directors even if for future month**
- **Will keep the Board of Directors updated**
- **Monies generated by the fund raiser event shall be utilized for various LCWN:**
  - **Programs and activities as deemed appropriate by the Board of Directors.**
- **She shall publish an article concerning the fund raiser on the website.**
- **The Fund Raising Committee Chair shall appoint a person or persons to help her fulfill the duties of her office.**
- **Will attend the monthly Board Meetings regularly**
  - **Will notify the President when she can't attend**