

FUNDRAISING COMMITTEE

Purpose: The purpose of the Fundraising Committee is to develop a plan for obtaining external funds to assist in fulfilling the goals of PNS, including securing sponsorship funds, grants, and donations from companies, foundations, and individuals. The Fundraising Committee will work with the PNS Board to stay apprised of committee-specific goals that the Board wishes to feature in its fundraising efforts.

Responsibilities:

- Review all previous year fundraising activity and make recommendations for improvements for the new fiscal year;
- In consultation with Executive Office, develop a yearly calendar for the committee's activities, including the review and release of the annual sponsorship prospectus, and other critical dates and milestones;
- Track and report progress toward fundraising goals to the Board and Finance Committee regularly;
- Analyze relationships with current and prospective donors and funders and develop individualized strategies to cultivate or strengthen those relationships;
- Analyze relationships with current and prospective corporate sponsors, create mutually beneficial sponsorship packages (for the sponsor and PNS), and work with the PNS Executive Office staff and Board to develop relationships;
- Meet with current and prospective major donors and funders (foundations and corporations), in consultation with PNS President, and President-Elect during the PNS Annual Meeting Annual Partners Roundtable;
- Monitor & support fundraising efforts to ensure ethical practices are in place and donors are acknowledged appropriately;
- Assist other PNS members in fundraising efforts.

Term of Service:

Chairs: The Committee Chair serves a four-year term (the first two years as Vice Chair and the second two years as Chair). The Committee Vice Chair serves a four-year term (the first two years as Vice Chair and the second two years as Chair). The Chair and Vice Chair positions are not renewable. Chairs are eligible to become committee members at large after their term concludes.

Members: Member appointments are for two years, renewable for a maximum of three two-year terms.

Frequency of Meetings:

This committee typically meets at a minimum bi-annually (2 meetings per year). The frequency of committee meetings is at the committee Chair and the Executive Office's discretion.

Expectations:

Committee members must attend 50% of conference calls unless there is an extreme hindrance due to
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time-zone differences. Absence from a meeting does not release the committee member from the responsibility of input on topics. If members are unable to make meetings, members are expected to review materials and contribute via email in advance.

Members will participate in educational and training sessions in fundraising, ethics and interactions with donors.

Selection Process:

The PNS President appoints the Committee Chair and Vice Chair. New members are appointed from the PNS Board and each SIG Board within the PNS. All committee members are required to be members of the society in good standing.

Composition:

The committee typically consists of a minimum of (6) members, including the Chair and Vice Chair. It is expected that each SIG will nominate 1 member to serve on this committee. Additional members may be invited to serve in a committee-related specific task force or subcommittee as deemed necessary by the committee. The final composition of the committee is at the Chair and PNS President's discretion.

Board Reports:

All standing committees must report to the PNS Board at least once annually.