



Development and Communications Committee

Chairperson: Trustee

Development Subcommittee

Chairperson: Most capable volunteer

Communications Subcommittee

Chairperson:

Basic Function: Responsible for the leadership and oversight of fund development activities and external communications of the organization.

Members include: The Liaison Chairperson, trustees and non-trustees with fund development or communications experience.

Responsibilities: Oversees the creation and execution of the TREE Fund's development plan to effectively promote the organization, raise awareness about our mission, expand the donor base, develop new funding sources and coordinate planning giving materials.

Reviews quarterly reports on fund development activities.

Reviews quarterly reports on communications activities.

Reviews and recommends budget line items, revenue and expenses for fund development and communication activities.

Reviews annually basis the revenue sources for the organization in conjunction with the Finance Committee.

Communications Subcommittee

Responsibilities: Coordinates and provides oversight of external communications

Write, edit and/or proofread articles for monthly and bimonthly industry publications, which may be generated by trustees, staff or committee members.



Edit and/or proofread quarterly TREE Fund Report newsletter, donor/sponsor solicitations, brochures and promotional materials for fund development activities.

Oversee web site development and updating.

Review, and update as needed, the TREE Fund's Crisis Communications Plan

Provide input and review of communications related line items, revenue and expenses, as part of the budget process

Minimal Job
Requirements:

Demonstrated commitment to the goals and objectives of the organization.

Demonstrated leadership which will enhance the organization's image in general.

Development Subcommittee Chair must have experience in fundraising.

Communications Subcommittee Chair must have strong writing and editing skills.

Record of experience as a volunteer leader with responsibility in one or more major functions of the organization.

Six to eight hours per month to contribute as leader of the organization.