



Council Member Service Description

<u>Position Title:</u>	Council Member
<u>Length of Term:</u>	Two years (three term limit)
<u>Reports To:</u>	Board of Directors

The mission of the Fire Family Foundation is to provide support and financial assistance to firefighters and their families in times of need.

The Council is responsible for assisting with all fundraising activities for the Fire Family Foundation. To that end it:

1. Coordinates, plans and executes all aspects of the Fire Family Foundation fundraising events with Foundation Staff
2. Recruits, orients, and develops fellow Council members

Responsibilities:

- Understand and promote the organization's mission
- Attend council meetings and appropriate committee meetings
- Review agenda and supporting documents prior to meetings
- Help promote and secure event sponsors for our fundraising events
- Source companies and contacts to provide silent and live auction items and raffle prizes
- Help coordinate and participate in fund raising activities and special events
- Help promote fundraisers and events through social media channels and word of mouth

Time Demands (approximate):

- Attend and actively participate in at least 75% of council meetings (four annual council meetings which are approximately 1 hour long)
- Attend and actively participate in committee meetings and related work (1-2 hours per month as determined by the committee)
- Attend Foundation fundraisers and special events (2 large fundraisers per year along with smaller events)
- Meet with potential donors/funders to make a case for funding the organization, answer questions, etc. (approx. 4 hours annually)

Financial and Resource Development Expectations:

- Make an annual gift "commensurate or significant according to your circumstance" to the organization (in order to achieve 100% council giving)
- Sell tickets and/or invite potential donors as guests to fundraising events
- Recruit sponsors, as needed
- Identify and cultivate potential donors
- Give or get at least one silent or live auction item annually