



CHDC Executive Board

Chairperson

Councilor Miguel Castro

Vice Chair

Attorney David Feliu, Esq.

Past Chair

Norma Rodríguez-Reyes

Treasurer

Frank Alvarado

Secretary

Alderwoman Brenda Liz Cotto

Parliamentarian

Attorney Edwin Camacho, Esq.

CHDC Committees

Program Committee

Membership Committee

Fundraising Committee

Fundraising Committee's Scope:

Purpose:

The Fundraising Committee is responsible for overseeing the organization's overall fundraising and, in particular, the fundraising done by the executive board and regular members.

Qualifications:

- Must be a member in good standing.
- Desire to advance the mission of the Caucus.
- Ability to make the necessary time commitment.
- A collaborative team player.

Time Commitment/Expectations:

- Chair shall attend and report to the E-Board Monthly Meeting.
- Review all materials/agenda prior to each meeting.
- Attend and contribute to full-membership annual and monthly meetings.
- Be an ambassador and support fundraising engagement and networking.
- To work with the Executive Board to establish a fundraising plan that incorporates a series of appropriate vehicles, such as special events, direct mail, product sales, etc.
- To work with the membership and program committee members in fundraising efforts.
- To take the lead in certain types of outreach efforts, such as chairing a dinner/dance committee or hosting fundraising parties, etc.
- To create two signature events that will raise funds through sponsorships, an add book and the establishing of an annual fundraising event.
- To be responsible for the involvement of all board members in fundraising, such as having board members make telephone calls to ask for support, and
- To monitor fundraising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost-effective.

Provides Input/Recommendations:

- To review budgets initially prepared by committee, to help develop appropriate procedures for budget preparations (such as meaningful involvement by committee members), and on a consistency between the budget and the organization's plans.
- To report to the board any financial irregularities, concerns and opportunities.
- To recommend financial guidelines to the board.
- To work with the Caucus Treasurer to design financial reports and ensure that reports are accurate and timely from the fundraising efforts.