



## Join a Committee. Make a Difference in Our Community!

### Fundraising Committee – Chaired by Board Member (may have co-chairs)

*Responsibility* – Develop, project manage and oversee fundraising activities for all shelter events and fundraising events and programs; contribute info to shelter newsletters, develop presentations and materials for donor solicitations, achieve fundraising goals for each element of strategy; and develop and execute on strategies to achieve annual fundraising goals as set by the full Board each year,

*Meetings:* Meet quarterly with sub-committees meeting more often as needed based on events

*Time commitment estimate:* Chair: ~20 hours per month depending on events/drives; All members 5-10 hours per month depending upon time of year and personal participation on events/drives. Contact: Jeanette Cacciola, [jcacciola@centraltexasppca.org](mailto:jcacciola@centraltexasppca.org)

### Operations Committee – Chaired by Board Member (may have co-chairs)

*Responsibility* – Serve as liaison between shelter staff and Board to ensure shelter is maintained and run in safe, efficient manner; Develop and implement strategies to improve facilities in accordance with established budget; Work with Marketing and Fundraising committees to promote critical needs and develop programs to raise necessary funds or in-kind donations to meet those needs; Manage shelter technology projects and collaborate with Marketing on website. Develop programs such as volunteer orientation, scheduling, training, and recognition. Work closely with staff and volunteers to understand needs and develop plans to address those needs.

*Meetings:* Meet at least every other month with potential for monthly subcommittee meetings

*Time commitment:* Chair: ~20 hours per month; all members ~10-20 hours per month depending on special projects

Contact: Heather Gandy, [heather@centraltexasppca.org](mailto:heather@centraltexasppca.org) or Michelle Zoeller, [Mzoeller@centraltexasppca.org](mailto:Mzoeller@centraltexasppca.org)

### Finance Committee – Chaired by Treasurer

*Responsibility* – Review financial matters and report to and advise full Board of directors.

*Specific areas of responsibility:* Draft annual budget, prepare quarterly financial reports for Board (April, July, October, January), review investments and make recommendations to maximize capital gains within established risk/reward ratio, research and manage banking issues (online donations, auto withdrawals from checking, etc.) as requested, provide financial information to grant writers to meet grant application deadlines, oversee annual external audit and tax filings, and complete other financial related projects as requested by the President.

*Meetings:* Committee should meet monthly

*Time commitment estimate:* Chair: 10-20 hours per month depending on time of year; all members ~5 hours per month depending on time of year

Contact Vicki Lieberman, [Treasurer@centraltexasppca.org](mailto:Treasurer@centraltexasppca.org) or [FurryGodMother@centraltexasppca.org](mailto:FurryGodMother@centraltexasppca.org)

### Marketing Committee – Chaired by Board Member

*Responsibility* – Develop strategies, policies and processes to increase shelter's brand recognition and promote shelter in terms of animals for adoption, events/fundraisers, and public relations. Collaborate with fundraising and operations committees on website and social media campaigns. Oversee development of newsletters to supporters.

*Meetings:* Committee should meet at least every other month.

*Time commitment estimate:* Chair: ~20 hours per month depending on time of year; all members ~5-10 hours per month depending activities and projects

Contact: Farnaz Wallace, [Farnaz.Wallace@gmail.com](mailto:Farnaz.Wallace@gmail.com) or [Farnaz@centraltexasppca.org](mailto:Farnaz@centraltexasppca.org)