



EXECUTIVE WOMEN INTERNATIONAL
BOARD OF DIRECTORS DESCRIPTION 2016-2017
FUNDRAISING (WAYS & MEANS) DIRECTOR

The Fundraising Director oversees the Fundraising Committee in planning and carrying out any special activities for the purpose of supplementing Chapter funds and/or fundraising activities to support the Chapter's Business/Career/Development Program (B/C/DP).

Specific responsibilities include:

- Discuss with the Chapter President and Treasurer the proposed budget for the year to establish fundraising goals.
- Make sure all fundraising activities reflect the mission of EWI and comply with local and state laws.
- Promote fundraising activities at Chapter meetings and in the EWIconnect.
- Provide monthly updates on fundraising activities at Chapter Board meetings.

All communications and materials for fundraising must contain appropriate language. All solicited funds must include the specific disclaimer that the contributions are "not tax deductible" for the donor when that is the case.

Tax-exempt contributions for B/C/DP projects must comply with substantiation and disclosure tax laws effective January 1, 1994 (See IRA Publication 1771, [Rev. 3-2002]) and the [IRS Guidelines for Charitable Contributions](#). Failing to provide the correct information to donors with the [Charitable Contribution Acknowledgement](#) form, once a contribution is received, could subject the Chapter to penalties and result in the loss of the deduction for the donor.