

## Community Development Committee Duties:

Duties of this committee shall be general in nature as applicable to the following, and as the need arises to address one of these with more attention, temporary subcommittees may be assigned, if needed.

**1.** to strengthen the volunteer workforce of The Foundation of Arts; **2)** to build and maintain a large pool of volunteers; **3)** to plan and implement a system for recognition and appreciation; **4)** to plan and implement a system of training; **5)** to find and utilize as many volunteer resources (Dept of Volunteerism, philanthropy groups, etc.) as are necessary for the betterment of The Foundation of Arts; **6)** to recruit new volunteers; **7)** to create evaluation system that would allow volunteers to rate their involvement, our processes, etc.;

**2.** to oversee and assist Development in analysis of current trends in giving; **2)** to oversee and assist in planning adequate fund raisers to meet the income requirements of the annual budget; **3)** to oversee and assist in proper planning and set-up of new programs; **4)** to oversee and assist in ensuring adequate and proper policies are in place; **5)** to assist with follow-up phone calls and “thank you’s” to donors; **6)** to assist in planning, defining, and securing sponsorship of shows and programming;

**1)** To generate and execute ideas for fund raising events; **2)** to generate and execute ideas for corporate donations (defined as anything other than individual donations)

**1)** to cultivate individual donations; **2)** to enhance membership “rewards;” **3)** to design the annual Fund Drive Brochure

**1)** to assist in the advertising and promotion of the organization (and its specific programs) in the community; **2)** to form speaker’s bureau; **3)** to spread the word about events and activities; **4)** to encourage participation in events and activities

**3.** to assist in approving the season of community theatre production titles; **2)** to monitor and ensure that adequate policies/procedures are in place; **3)** to oversee and assist in evaluating the success and sustainability of current programs and events; **4)** analyze and assess admission prices; **5)** create adequate participation and exit surveys; **6)** to evaluate suggestions and new program ideas that are presented by community;

**4.** to assist, with a subcommittee, with processes in The Art Center:

**1)** to oversee and assist the Education Programs Manager in analysis of current trends in TAC; **2)** to oversee and assist in planning adequate educational course offerings; **3)** to oversee and assist in proper planning and set-up of new programs; **4)** to oversee and assist in ensuring adequate and proper policies are in place; **5)** to oversee and assist in creating adequate exit surveys; **6)** to serve as Tuition Waiver Screening Committee as needed; **7)** assess and analyze tuition prices; and **9)** to address all applicable situations that arise which require the attention of the committee.



