

## THE REALTOR® FOUNDATION COMMITTEES AND ROLES

Committee	Expectations	Meeting Dates
FINANCE	<ol style="list-style-type: none"> <li>1. Oversee development of the budget</li> <li>2. Ensure accurate tracking/monitoring/accountability of funds</li> <li>3. Ensure financial controls</li> </ol>	Meets 3-4 times per year.
GOLF	<ol style="list-style-type: none"> <li>1. Plan event and activities</li> <li>2. Recruit foursomes to play</li> <li>3. Develop sponsorship levels and secure sponsors. Meet event revenue goal.</li> <li>4. Promote to membership</li> </ol>	2nd Friday every month Feb-Dec 10:30am
BALL	<ol style="list-style-type: none"> <li>1. Plan event</li> <li>2. Recruit members to attend</li> <li>3. Gather item donations</li> <li>4. Develop sponsorship levels and secure sponsors. Meet event revenue goal.</li> <li>5. Promote to membership</li> </ol>	1st Friday every month Apr-Jan 10:30am
SUMMER EVENT	<ol style="list-style-type: none"> <li>1. Plan event</li> <li>2. Recruit members to attend</li> <li>3. Gather item donations.</li> <li>4. Develop sponsorship levels and secure sponsors. Meet event revenue goal.</li> <li>5. Promote to membership.</li> </ol>	2nd Wednesday every month Nov-Jul 9:30am
DONOR CULTIVATION & MARKETING	<ol style="list-style-type: none"> <li>1. Raise awareness among MIBOR members about Foundation mission.</li> <li>2. Convert MIBOR members to donors emphasizing transactional giving opportunities.</li> <li>3. Communicate impact to donors. Direct and support stewardship of donors to meet retention goals.</li> <li>4. Strengthen Foundation brand among general public and philanthropic community.</li> </ol>	1st Wednesday every month Jan-Dec 10:30am
GRANTS	<ol style="list-style-type: none"> <li>1. Oversee grant process.</li> <li>2. Review grant applications and score each applicant with provided rubric.</li> <li>3. Make recommendations for grant funding for the coming year.</li> </ol>	Meets for grant binder distribution in September and grants decision meeting in November.