

WCR Committee Guidelines
STANDING COMMITTEE

WAYS AND MEANS Committee

Overseen by Treasurer

- Assume the responsibility to conduct fundraising activities for the Chapter
- Develop proposals for events and fundraising opportunities
- Proposals include the type of event, the venue, funds necessary to arrange the event, cost analysis, expected revenue numbers.
- Submit proposals to the Governing Board for approval.
- Assign Chairpersons for individual events.
- Develop timelines, duties and manpower needs for each event..
- Utilize “The Task is to Ask” forms to enlist assistance from Chapter members.
- Maintain financial records to deliver to the Chapter Treasurer.
- Assist in developing the Ways and Means Budget for the next fiscal year.

It is recommended that the Chairperson and Co-Chair assign responsibility for each activity to specific individuals on the committee. Committee Chair/Co-Chair would only fill in on a responsibility if someone needed assistance. The committee is encouraged to go to the general membership to fill tasks.

Example for demonstration purposes only:

Assignment	Responsible Member
Monthly Queen of Hearts drawing	
Arrange people to sell tickets	
Fashion Show	
Select Chairperson	
Prepare budget and proposal	
Submit to Governing Board	
Determine sub-chairpersons	
Sub-Chairpersons	
Ticket Sales	
Design ticket with Marketing	
Select ticket salespersons	
Arrange for ticket takers at the event	
Event Treasurer	
Marketing	
Design tickets, posters, programs	
Place advertising and posters	
Pitch at MLS meetings, luncheons	
Date, Location, Menu, Ticket Price	
Acquire bids and make decisions	
Vendors	