

Kids' Chance of Pennsylvania Committee Lists & Descriptions – 2022

Kids' Chance of Pennsylvania offers many ways for interested volunteers to get involved. Below is a list of our various committees and their general responsibilities for your consideration:

Outreach Committee

The Outreach Committee is responsible for developing marketing and communications vehicles for KCPA that will enable the organization to gain visibility, engage participants and donors, and attract scholarship applicants. More specifically, the committee will:

- Leverage visibility and marketing efforts to drive scholarship applicants
- Assist in developing promotional materials for events and special campaigns
- Monitor and update the website to serve as a tool and assist in updating content and photos
- Assist in the creation and support of social media platforms
- Develop outreach activities that help the organization gain visibility through booths at conferences and meetings and special presentations, etc. This includes the Workers' Comp Community and to other organizations.
- Maintain a calendar of outreach activities, including materials needed.
- Work with administrative staff to create e-blast communications to the constituencies.
- Monitor and proactively address the strategic plan goals and objectives.

Fundraising Committee

The Fundraising Committee is responsible for overseeing the organization's overall fundraising efforts and will:

- Establish a fundraising plan that incorporates a series of appropriate fundraising programs such as corporate partners, events, individual donors and supporting organizations.
- Set fundraising goals and benchmarks in conjunction with the Board
- Identify, cultivate, and manage donor prospects. Engage the support of the board in this process
- Provide direction and support to outreach activities that will "open the doors" to potential donors.
- Members of this Committee participate as members other fundraising subgroups.
- Monitor the fundraising efforts to be sure that ethical practices are in place and that fundraising efforts are cost-effective
- Monitor the strategic plan goals and objectives

Scholarship Committee

The Scholarship Committee is responsible for reading, reviewing, and presenting each applicant's application to the Committee and ultimately to the Board of Directors. More specifically, the committee members will:

- Maintain contact with, follow up with, and build relationships with the applicants and their families and returning scholars and their families.
- Determine the appropriate scholarship award amount (for Board approval).
- Follow up with applicants to ensure all information required of each applicant for annual reapplication process is received.
- Ensure that accurate records are kept on each awardee.

Kids' Chance of Pennsylvania Committee Lists & Descriptions – 2022

Golf Committees

The Golf Committees are responsible for scheduling and executing our annual outings in Hershey in conjunction with the WC Section Conference in late May/early June, and in Plymouth Meeting in the fall. More specifically, the committee members will:

- Hold regular meetings with the extended Committees and assign tasks as needed.
- Create registration forms to post on website and social media, and to share with the Board for everyone to distribute to their contacts.
- Actively generate sponsors and donors and recruit golfers.
- Work as a team to ensure a successful event.
- Follow up with letters to participants and sponsors after the event.

Auction Committee

The Auction Committee is responsible for raising funds through both in-person silent auctions and online auctions. More specifically, the committee members will:

- Actively recruit donations of items and packages for bidding.
- Actively recruit sponsorships to enable the committee to purchase items and packages for bidding.
- Promote the auction through the website and social media, and through personal and professional contacts.
- Follow up with letters to participants and sponsors after the event.

Pittsburgh Walk/Run Committee

The Walk/Run Committee is responsible for scheduling, planning, and executing the annual 5K Run/1 Mile Walk in Pittsburgh. More specifically, the committee members will:

- Actively recruit event sponsors.
- Promote the event through the website and social media, and through personal and professional contacts.
- Work as a team the day of the event to ensure smooth execution.
- Follow up with letters to sponsors after the event.

Board Development Committee

The Board Development Committee is responsible for maintaining and developing the board governance structure and volunteer leadership, including the nomination of officers, and will:

- Maintain and monitor the effectiveness of the board governance structure
- Develop any auxiliary related boards or councils as needed
- Maintain an active board prospect pipeline according to the skills/expertise needed
- Identify volunteer non-board members for committee membership
- Meet with prospective board members and recommend candidates to the board
- Strengthen the committee structure and process
- Recommend a slate of officers and board members to the board annually

Kids' Chance of Pennsylvania Committee Lists & Descriptions – 2022

- Ensure a healthy succession plan
- Ensure that existing board members are engaged and active and fulfilling their responsibilities
- Monitor the strategic plan goals and objectives

Finance Committee (sometimes combined with the Executive Committee)

The Finance Committee has the fiduciary responsibility for the organization's operations following accepted accounting practices and will:

- Prepare a budget for each fiscal year to be approved by the Board.
- Review the income and expenses throughout the year in conjunction with the approved budgeted revenue.
- Review and recommend for approval additional expenses to the Executive Committee.
- Establish a relationship with an accountant for the purpose of an audit being performed and the organization's taxes being prepared.
- Prepare quarterly committee written reports (from proceeding quarter).
- Maintain appropriate financial records.
- Monitor and proactively address the strategic plan goals and objectives.

Executive Committee (sometimes outlined in bylaws)

The Executive Committee is responsible for overseeing regular business of the organization. The Executive Committee will function with the powers provided through the Board and Bylaws and will:

- Ensure that an annual budget is approved and maintained.
- Review and approve budgeted and non-budgeted expenditures as needed.
- Assist committee chairs in the delivery of programs and/or projects.
- Ensure that KCPA is following approved non-profit charitable guidelines and practices.
- Set the agenda for each board meeting.
- Make operational decisions between board meetings.
- Monitor the strategic plan goals and objectives.

The Executive Committee may also initiate policy for board review and approval and ensure that policies and procedures of the organization are followed.

Alumni Committee

The Alumni Committee is responsible for creating a database of past KCPA scholarship recipients who have graduated for the purposes of:

- Creating an Alumni network to assist current students and recent graduates for mentoring or career assistance.
- Continuing to spread the word of KCPA to new audiences.
- Involving alumni as ex-officio members of the Board of Directors.

Kids' Chance of Pennsylvania Committee Lists & Descriptions – 2022

25th Anniversary Gala Committee

The 25th Anniversary Gala Committee is responsible for planning KCPA's 25th Anniversary celebration to be held October 14, 2022, in Lancaster, PA. Subcommittees include:

- Logistics
- Communication
- Sponsors
- Program Development
- Silent Auction
- Volunteer Coordination
- Continuing Education