

Phelps/Harlan County CASA Harlan County Resource Committee

Title: Harlan County Resource Committee Member

Committee Members: There shall be no less than 4 active committee members. If there are less than 4 active committee members, not counting paid staff members, committee members will be then combined with Phelps Resource Committee for meetings until vacancies are filled.

Term: 4 years - maximum of 2 consecutive terms. Minimum of one year off prior to being appointed to another term.

Chair: The chairperson of the committee shall be a member of the Board of Directors and shall select, or cause to be selected, a vice chairman.

Responsible to: Phelps/Harlan County CASA Board of Directors

Purpose of Committee: To develop policies and to monitor the implementation of year-round strategies related to procurement of financial and non-financial resources which are necessary to fulfill the vision, mission, and goals of the organization as directed by the Board of Directors.

Key Responsibilities:

1. **Planning:** To develop and advise staff of the action steps planned to meet the resource goals for the year;
2. **Research:** To research, develop, evaluate and monitor innovative strategies to procure resources from untapped markets;
3. **Fund Raising:** To conduct the annual fund-raising campaign, including leadership giving strategies for the board and donors;
4. **Gifts in Kind:** To develop and monitor strategies to procure and disburse non-cash items for use by the agency;
5. **Grants:** To develop and monitor strategies to procure grants for the agency;
6. **Planned Giving:** To develop and monitor strategies to procure gifts of cash and property through a variety of planned giving tools;
7. **Board Communication:** To keep the Phelps/Harlan County CASA Board of Directors informed on the implemented strategies, results of fund-raising efforts and any potential policies needed.

Committee Structure: The Board of Directors will appoint the Chairperson for this committee. The Chairperson will have the responsibility of keeping the Board of Directors informed of the committee's progress on board approved goals. Sub-Committees or short-term task_force groups may be formed to complete the committee's objectives. New committee members will be selected by the resource committee and approved by the Board of Directors. The Board officers will review committee members with more than four unexcused absences during the fiscal year to determine the member's status on the committee.

Meetings: Meetings will be held once a month or as needed to fulfill the committee's goals.



Revised 09/09, 11/10/2020