



JOB DESCRIPTION: OUTREACH CHAIR

Role: The role of the Outreach Chair is to increase active participation in the LWVSFC programs and activities, both internally and externally, to build the LWVSFC's capacity to achieve its mission and goals.

Responsibilities:

1. **Internal Outreach:** Work with the Membership Chair and Board to recruit and cultivate members and match them with opportunities to become active in LWVSC programs and activities.
2. **External Outreach:** Work with the Board and Project Chairs to identify and cultivate opportunities for collaboration with other individuals and organizations in support of the LWVSFC mission and goals.
3. **Development/Fundraising Outreach:** Work with the Fundraising/Development Chair and Board to support development and fundraising activities, including:
 - Serve on the Fundraising/Development Committee
 - Participate in planning and conducting fundraising activities
 - Recruit volunteers from the membership to assist with fundraising activities
 - Cultivate relationships with businesses and organizations that might become donors or sponsors for LWVSFC events.
4. Make regular reports to the board on the status of outreach efforts and to recruit their help with outreach events, as appropriate.
5. Maintain files, notebooks, and final reports as are necessary to aid outreach efforts.