SMSS FUNDRAISING COMMITTEE POLICY

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I. Intro

The SMSS is actively motivated in contributing to charitable community efforts with the coordinated support of the College of Medicine student body. As such, the Fundraising Committee allows for a focused group of students to organize, plan and execute a variety of fundraising initiatives in partnership with other SMSS officers, external sponsors and community representatives.

The structure, composition and responsibilities of this committee are outlined below.

II. Purpose

The purpose of this policy is twofold:

2.1 To establish a Fundraising Committee, outlining representation and membership.

2.2 To outline the scope and responsibilities of the committee members, in regards to SMSS fundraising initiatives.

III. Scope

To understand the breadth of the committee outlined in this policy, readers may wish to consult:

- **The SMSS Constitution**
- **The SMSS Policies Package**
- **The SMSS Website**
- **Robert's Rules of Order.**

IV. Definitions

4.1 ***Fundraising Initiative:*** Refers to any planned SMSS event, either in Saskatoon or Regina, with the intent of gathering financial and non-financial contributions for an external charitable cause.

V. Establishment of the Fundraising Committee

This is the SMSS committee that will be responsible for the planning, organization and execution of SMSS fundraising events, as well as communication with other necessary members of the SMSS. It is an SMSS standing committee as outlined in the SMSS Constitution. The Fundraising Committee, hereafter referred to as, "The Committee", will have five (5) voting members and will be chaired by the Fundraising Representative Sr. who shall only vote to break a tie. The Committee shall meet at a

minimum of two (2) times an academic year, with the specific dates and any supplementary meetings set at the discretion of the Committee chair. The responsibilities of the Committee include:

5.1 Organizing, planning and executing SMSS fundraising initiatives - including outlining the scope of each event and selecting the recipient charities

5.2 Coordinating and communicating with other SMSS members regarding fundraising initiatives

5.3 Coordinating, recruiting and communicating with outside sponsors regarding fundraising events

5.4 Ensuring the enactment of a minimum of one (1) large project each semester. An example of such a project is Miles for Smiles.

VI. Roles and Responsibilities

6.1 Fundraising Representative Sr.

6.1.1 Shall sit on the Fundraising Committee as chair.

6.1.2 Shall communicate the decisions and progress of the Committee to the SMSS.

6.1.3 Shall coordinate with the VP Finance, regarding any budgetary or financial matters

6.1.4 Shall, along with the Fundraising Representative Jr, select the other three (3) Committee members through a fair and anonymous evaluation of applications.

6.1.5 Shall act as the main liaison between the SMSS and any external sponsors.

6.1.6 Shall maintain all tracking documents and guidelines for turnover

6.1.7 Shall oversee disputes and/or discipline regarding breaches of Committee policy/protocol.

6.2 Fundraising Representative Jr.

6.2.1 Shall assist the Fundraising Representative Sr. in the selection of the other Committee members.

6.2.2 Shall support the Fundraising Representative Sr. in contacting and coordinating with external sponsors.

6.2.3 Shall support the Committee in the organization, planning and execution of SMSS fundraising initiatives.

6.3 Volunteer Coordinator

6.3.1 Shall apply for the position directly to the Fundraising Representatives Sr and Jr

6.3.2 Shall recruit and organize volunteers for each fundraising initiative, and act as the primary liaison between the Committee and volunteer recruits

6.3.3 Shall support the Committee in the organization, planning and execution of SMSS fundraising initiatives.

6.4 Marketing and Social Media Representative

- *6.4.1* Shall apply for the position directly to the Fundraising Representatives Sr and Jr.
- *6.4.2* Shall coordinate all advertising efforts regarding fundraising initiatives, including posters, announcements, and social media posts.
- *6.4.3* Shall act as the primary liaison of public information regarding fundraising initiatives between the College of Medicine and the SMSS.
- *6.4.4* Shall support the Committee in the organization, planning and execution of SMSS fundraising initiatives.

6.5 Regina Liaison

- *6.5.1* Shall apply for the position directly to the Fundraising Representatives Sr and Jr.
- *6.5.2* Shall act as the primary representative of the Committee in Regina, in the event that the Fundraising Representative Sr is in Saskatoon.
- *6.5.3* Shall coordinate with the VP Internal Regina to organize, plan and promote fundraising initiatives in Regina.
- *6.5.4* Shall support the Committee in the organization, planning and execution of SMSS fundraising initiatives.

VII. Maintenance of Records

Records of all fundraising activities, including tracking documents, turnover guidelines and Committee applications shall be held on the fundraising google account and carried over yearly. The Fundraising Representative Sr. shall note the actions and progress of the Committee in their year-end turnover document.

VIII. Contact Info

Primary Contact:

Fundraising Representative Sr: smss.fundraisingrep@gmail.com (General information, Primary Contact, Committee Chair)

Secondary Contact:

VP Internals: smss.vpinternal@gmail.com (General Information, SMSS and Governing)