

SOUTHWEST CHRONIC DISEASE SUPPORT

POLICY

Approved by: Board of Directors

Number: 1-1

Date Approved: May 2016/Reviewed January 2020

Committees of the Board

1. Finance
2. Communications & Public Awareness
3. Fund raising
4. Applications
5. Sponsorship

1. **Finance Committee**- This committee is responsible for ensuring financial policy is developed and adhered to by:
 - a. Ensuring accounts are paid and deposits made in a timely manner
 - b. Preparing a monthly financial statement for the Board which shows all funds received and disbursed, and assets at month end.
 - c. Identifying and developing financial policy for the Boards consideration.
 - d. Submits the annual return to Information Services Corporation.

2. **Communications and Public Awareness** – This committee is responsible for developing and maintaining good relationships between the Board and the public, specifically the communities that support the SWCDS, by keeping members and the public informed about the activities of the Board by:

- Advertising upcoming fundraising events through various media
- Creating and/or updating a website which promotes the activities of the organization.
- Creating media releases to advertise the success of fundraising events and of donations given to individuals with individuals consent.
- Designating in conjunction with the Board, one or more individuals who will act as media spokespersons for the organization.
- Ensuring that key messages are created following each Board meeting or public event which is approved by the Board and used for speaking points in media presentations.
- Ensure donors are recognized personally and publically as per the sponsorship guidelines

3. **Fund Raising Committee** – This committee is responsible for developing fund raising opportunities for Board Consideration and ensuring that approved Fund Raising events are organized and executed by:

- Designating event leads that will have responsibility for organizing events.
- Preparing estimated budgets for events for Board approval.
- Coordinating with the Communications Committee to ensure events are advertised and follow-up publicity is done.

4. Applications Committee— This committee is responsible for developing and monitoring the process used to disburse funds to applicants. This includes:

- Developing policies and procedures for funds disbursement for consideration of the Board.
- Ensuring approved policies are followed when requests for funds are received.
- Receives and reviews applications for funds and determines if funds will be approved.
- Ensures Board is consulted if policy is not applied in exceptional circumstances.

4. **Sponsorship Committee** – This committee is responsible for developing a sponsorship program and contacting various corporations/individuals to solicit sponsorship support.