

Night for Champions Committee Deliverables

As stated in the Bylaws

- ARTICLE VII, BOARD COMMITTEES, Section 1. Board Committees.
 - Except as otherwise provided in these Bylaws, the Board Chair, in collaboration with the Executive Committee and President and CEO, may designate as needed a Board member lead of each of the Board areas of responsibility, subject to the approval of the Board. Each Board chartered Committee may include persons who are not members of the Board; however, each Board Committee shall be chaired by a member of the Board or have a Board member liaison as a committee member.

As stated in the Development Charter

Fundraising Special Events

Special events are a critical part of Champions For Learning's comprehensive fundraising strategy. Fundraising, cultivation, recognition and educational events are managed by the Development team, and all play an important role in developing new relationships with individuals and corporations while nurturing relationships with existing donors of Champions For Learning. Engagement of highly qualified, motivated and involved volunteers is essential to the growth and success of special events and is a key focus of the special events team. The Night for Champions Committee is the only special event committee. The Night for Champions work is essential to achieving the event's goals and ensuring a positive experience for all participants.

The Night for Champions Committee is responsible for overseeing the items listed below:

- Partnering and advising the special events team on fundraising strategies of the gala.
- Introducing prospects to attend and contribute to Night for Champions.
- Provides input and guidance of the event budget management with a close attention to expense to income management.
- Provides input and guidance on the program for the event, ensuring it aligns with the event's goals and theme.
- Provides input and guidance to ensure that guests have a positive experience.
- Evaluates its success, gathering feedback from attendees, volunteers, and other stakeholders to assess what went well and what could be improved.

Night for Champions Committee Membership

- Chair – As designated by the Board Chair

- Members: All members should have relevant event experience and a strong commitment to a successful gala to optimize the Champions For Learning's future success.
- Ex-officio members: President and CEO, CDO and Director of Special Events
- Members are identified in the annual roster.

Policy and Compliance Document Review

- None

Committee Chair and Staff Liaison Responsibilities

- Ensure that committee deliverables and responsibilities noted above are completed by the end of the fiscal year, June 30.
- Review the portal committee page for current and accurate information. The staff liaison will update the committee page as needed (see below).

Responsibilities for updating the Board Portal Committee Page

It is important that Committee Pages have current information and documents to support the work of committee members.

- Review and update:
 - **Committee Calendar** to reflect all scheduled meetings with date, time, location, Zoom link. Review for accuracy.
 - **Committee Documents** to reflect current and accurate documents:
 - Charter – current approved document if appropriate.
 - Committee Policies – the relevant policy and compliance documents are posted and current.
 - Meeting Packets – the agenda and necessary documents are posted at least 48 hours in advance of a meeting.
 - **Committee Roster** reflects current committee member names, phone numbers, and email addresses

**Send committee page revisions and documents to
ChampionsPortal@championsforlearning.org**