



## Scholarship and Fundraising Chair

### Responsibilities of the committee:

- Fund Scholarships and charity donations of the TBA.
- Collaborate and organize the fundraising events
- Administer the scholarship program, coordinate and market scholarships with the school and community at large.

### Responsibility of the chair person:

Chair committees for charity events and report progress to the TBA board. Procure approval from the TBA Board for all events. Administer all paperwork, contracts, funding and marketing of events to the community.

Chair and recruit the selection committee for scholarship selections. Chair the interview board for the scholarship interviews and report selections to the TBA board. Coordinate with the schools the disbursement of scholarships awards and stand in for the president or vice president should they not be available to present the awards to the recipient.

### Finances for the TBA Scholarships and events:

Funds from the First TBA event in April 2010 will be used to fund the 2010 Scholarships at a cost of \$2000.00. A portion of the remaining funds will be donated to the Lazarus House, percentage or amount will be set by the TBA board. All remaining funds will be placed in the fundraising account and be used to fund future events. All funds will be designated for fund raising only.

It has been proposed that the TBA Hold two events per year. This does not mean that we can only have two. The fall fund raiser will fund the scholarships for the coming year before any other disbursements will be made, in order to guarantee scholarship funding for the coming year. A fund of 4000.00 should be held in the fundraising account at all times allowing funding of future events. Money will not commingle in the general fund of the TBA and should only be used for deposits and expenses for upcoming events. All funds received from events shall be deposited and accounted for in the fundraising account and be dispersed into the scholarship account accordingly.

Funds remaining after the \$4000.00 slush fund has been repaid and scholarships for the coming year have been funded will be dispersed to the annual charity supported by the TBA.

### TBA Annual Charity:

Annually the TBA will decide on a local or national charity that it wishes to support. TBA members will be allowed to submit recommendations to the board once a year at a given time specified by the board for consideration. The TBA Board will hear recommendations and vote on the Charity to be supported in the coming year.

Tewksbury Business Association