

WAYS AND MEANS SUB-TEAM

Revised 02/07

Constitution of Team:

In accordance with an open process for nominations, members of the Ways and Means Sub-team shall be elected at the annual meeting of the Bathurst Pastoral Charge. There shall be a minimum of fifteen (15) voting members serving on the Ways and Means Sub-team. Each member shall assume leadership responsibilities with fundraising functions.

Constitution of Team Leadership:

In accordance with an open process for nominations, the Chairperson and Secretary of the Ways and Mean Sub-team shall be elected at the annual meeting of the Bathurst Pastoral Charge.

Staff Support:

The office secretary shall maintain all bank deposits and shall manage cash floats established by the Ways and Means Sub-team.

Duties and Responsibilities:

1. The Sub-team shall estimate the scope of fundraising capability for the Pastoral Charge and shall communicate to the Financial Management Team an objective for budget purposes;
2. The sub-team shall organize all fundraising activities within the Pastoral Charge to achieve its established objective;
3. The Chairperson shall convene all meetings and provide overall direction for the fundraising activities to ensure that each of the following tasks is fulfilled:
 - a. printing, distribution and sale of all event tickets;
 - b. preparing a financial statement for all revenue and expenses related to each event;
 - c. advertising for all fundraising events to include television, radio, and newspaper ads as well as church bulletin announcements;
 - d. preparing and securing a site for each fundraising event;
 - e. securing, preparing and displaying all sale items, where applicable;
 - f. securing all necessary waiters/waitresses as required for meal service;
 - g. purchasing, preparing and serving all food items for meal events to include meat, vegetables and desserts;
 - h. directing all take-out functions related to each meal event;
 - i. directing volunteers and directing the return of all equipment to designated locations.

Frequency of Meetings: The Ways and Means Sub-team shall schedule meetings as required to satisfy its fundraising objectives.

Reporting and Accountability: The Ways and Means Sub-team reports in writing to and receives direction from the Financial Management Team at each meeting of the Team.