

Pentacle Theatre Committee Charter	Fundraiser Committee
Approved by:	Effective Date:

Purpose

To establish a committee for the exclusive purpose of raising operating funds for Pentacle Theatre. The Fundraiser Committee has no responsibility for ongoing development activities such as grant writing, direct appeals to theater patrons or legacy giving and sustaining donor programs.

Membership

The Fundraising Committee, a standing committee, reports to the Governing Board and the Executive Director.

In the first quarter of each even-numbered calendar year, the Pentacle Theatre Governing Board will open the position of Fundraiser Committee Chair to applications and appoint a Chair for a two-year term.

The chair will recruit up to eight additional members from the Pentacle Theatre community, based on needed skills, expertise and commitment to actively supporting the theater. It will consist of no more than nine members: the chair of the committee, one Board member, and up to six additional members. A secretary shall be appointed to keep minutes.

Committee charge

The Fundraiser committee is charged to:

- Understand the theater’s operating budget.
- Develop a plan to raise funds to close any gap left in the theater’s annual budget after ticket revenue, sponsorships and development targets are established. (Such plan may include productions, merchandise sales, a membership campaign, advertising sales or special events.)
- Seek to minimize the costs of proposed activities in the plan.
- Present options to the board for approval.
- In the event that the committee proposes a production, provide ongoing support to the production to ensure its success.
- Propose activities with minimal impact on the resources (human, organizational and technical) devoted to the theater’s mainstage productions. The committee is expected to secure additional means (human, financial) to minimize impact on existing resources.
- Forward ideas and proposals that require additional support or approval to the Governing Board.

Meetings

The Fundraiser Committee will meet, on average, once per quarter with increasing frequency as needed to achieve board approved proposals.