**Philanthropy Chair Position Description**

* Plan, schedule, and execute the chapter/colony’s philanthropic events
* Submits budget requests for philanthropy events to the “D” prior to the beginning of each term. Should also assist in the administration of an effective budget for each event.
* Promote chapter participation in other organizations’ philanthropic events and fundraisers
* Ensure a safe and respectful environment for all philanthropic activities
* Maintain the chapter’s calendar of philanthropic events
* Oversee a philanthropy committee to assist in planning, promoting and executing philanthropy events
* Educate members and event participants about the Fraternity’s philanthropic partner, the V Foundation for Cancer Research
* Record dollars raised for each event and report these figures to the International Headquarters, their University, and other relevant parties
* Ensure that all donors receive proper acknowledgement for their contributions to an event or initiative
* Work with the Public Relations Chairman to promote philanthropic events
* Utilize [CrowdChange](https://deltachi.crowdchange.co/welcome) to manage and promote chapter philanthropic fundraising efforts
* Prepare and organize transition materials; save all materials to an online cloud prior to transition