

ALBANY UU SERVICE OPPORTUNITY DESCRIPTION

Service Opportunity: Stewardship Committee Chair

Service Opportunity Brief Description:

The Stewardship Committee is responsible for running the annual Stewardship Campaign as well as contacting new members and asking them for a pledge. The chair leads this effort.

Service Opportunity Detailed Description:

As part of the Stewardship Campaign to fund the annual operating budget of Albany UU, all members and friends are asked to make an annual financial pledge. The Chair recruits a Stewardship Committee, calls the meetings of the committee, sets the agenda, and leads all aspects of the campaign.

Members of the Stewardship Committee develop the theme for the annual campaign, organize volunteers to conduct the campaign, prepare written materials describing the case for making a pledge to Albany UU, and monitor the campaign results. The Chair coordinates both the volunteers working on the campaign as well as the office staff processing the materials for the Campaign. The Chair follows the progress of the Campaign and works with the committee and other volunteers to make sure that all members and friends have an opportunity to make a pledge.

The Committee is primarily active from December through April. This is a critical committee that raises the resources necessary for Albany UU to continue our strong programs for ourselves and the wider Albany area community. At other times of the year the Chair works with one or two volunteers to canvass new members after they sign the membership book. The Chair is also a member of the Finance Committee.

Length of Service Commitment: 12 months

This opportunity will enable you to learn about Albany UU programs and services. You will also get the opportunity to meet members and friends and form new connections or deepen existing ones.

Members who have worked on the Committee in the past have found that they enjoyed working with other members of the committee and that developing the campaign has given them a deeper consideration of the importance of Albany UU in their lives. You will learn about the generosity of Albany UU members. You will be providing a vital service as funds are raised to support Albany UU.

Skills Needed : Willingness to learn about the financial needs of Albany UU. Ability to communicate these needs and to communicate your own commitment to Albany UU. Understanding of the need for confidentiality of data. Some personal comfort level in discussing financial matters and a sensitivity to the variety of economic realities of Albany UU members. Leadership ability and willingness to work with a range of members with different financial circumstances.

Training, assistance, and safety requirements : Prior Stewardship Chair will provide training and assistance.

Key words: financial, write, computer skills