

Penn State Volunteer Profile

Committee Member

The duties of a committee member are as follows:

1. Communicate the campaign goals, theme, and objectives of the college to alumni, friends, corporations, and foundations.
2. Assist Chair in identifying and enlisting others to serve as members of the unit committee.
3. Make a significant gift commitment to the campaign which will inspire others.
4. Accompany senior university leadership and staff in cultivation and solicitation visits with top-level prospects.
5. Assume specific responsibility for the personal and/or corporate solicitations and commitments of prospects as agreed upon with senior volunteer and staff leadership.
6. Attend unit volunteer campaign committee meetings.
7. Work with and assist members of the development staff with key campaign activities.
8. Assist Chair in evaluating volunteers for the unit committee.

**Please note that this is a sample job description and descriptions may vary depending on the college or campus.*