

The Retirement Trust Foundation (RTF) Committee

Purpose:

The committee ensures that the Trust has a high level of visibility at Chapter meetings, organizes fundraisers and educates members about the Trust and its programs. See the RTF web site: www.iaap-rtf.org.

Duties:

1. Become informed about the RTF, one of two 501c(3) entities of IAAP.
2. Promote and stimulate interest in the RTF through use of and display of RTF materials in orientation and other programs.
3. Encourage use of RTF presentation in program schedule.
4. Promote and conduct fundraising projects to benefit the RTF.
5. Keep membership informed of objectives and progress of any fundraising projects for the chapter, division, and International.
6. Report results of fundraising projects to the Division RTFC.

Deadline and Reports:

1. November is designated as RTF month, however the RTF is promoted continuously and funds are raised throughout the entire year.
2. Following receipt of contributions, submit directly to Headquarters with a cover letter detailing amount and recognition of specific individual, if known.
3. The fiscal year for the RTF is July 1 through June 30. All monies must be sent to Headquarters *before* June 30 of the current year to be recognized for any of the International or District awards.

Committee Structure (Optimal):

- Committee chair
- Two members

Skill Building:

- Attention to detail
- Communication
- Coordination
- Delegating
- Follow-through
- Leadership
- Networking
- Organization
- People Skills
- Personal Interaction
- Project Planning
- Public Speaking
- Responsibility
- Setting & Meeting Deadlines
- Teamwork
- Written Communication