

# LAND CONSERVANCY OF ADAMS COUNTY

*... preserving the rural lands and character of Adams County*

## TASKS THAT WE NEED HELP WITH

### OFFICE HELP

- Stuff and label mailings
- Prepare information packets
- Take bulk mailings to post office
- Proofread materials
- Filing

### COMMITTEE NEEDS

#### *Membership*

- Staff display table at events through the year
- Make phone calls

#### *Communications*

- Maintain website
- Write pieces for newsletter
- Write press releases
- Take photos

#### *Events*

- Party planning skills (invitations, coordinating donations, arranging for music, etc.)
- Decorating
- Assistance day of event
- Keep brochure boxes filled

## MISSION OF OUR COMMITTEES

### *Conservation*

To preserve open space and areas of scenic, natural, agricultural, geological, biological, or historic value. To accept, hold, monitor, and enforce easements on land, water, and other natural resources.

### *Communications*

To promote the work of the Conservancy in the community. To provide communications expertise to board, committees, and staff.

### *Events*

To handle the Annual Dinner, Art Auction, Summer Picnic, Road Rally, and any other events related to fund raising or friend-raising.

### *Membership*

To recruit and retain organization members.

### *Finance*

To sustain the financial health and integrity of the organization. To promote financial knowledge throughout board, staff, and volunteers.

### *Planned Giving*

To encourage bequests or legacy gifts.

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Volunteer gifts of time and talent are at the heart of the Land Conservancy of Adams County. If you would like to do something that is NOT listed above, please let us know.

Name \_\_\_\_\_ Phone \_\_\_\_\_ best time to call \_\_\_\_\_

Address \_\_\_\_\_ email \_\_\_\_\_