

**KQED**  
**Signal Society Steering Committee**  
**Member Responsibilities**  
*Last Updated: March 11, 2002*

KQED's Signal Society is a major donor group that provides annual operating funds for the organization through annual contributions of \$1,000 or more. The Signal Society Steering Committee (SSSC) is comprised of members who are actively involved with KQED, support the station financially and provide advice and assistance in encouraging major donor cultivation and solicitation.

Committee responsibilities:

- Support KQED at the Signal Society level with a gift of \$1,000 or more, each year
- Attend a minimum of two of our quarterly Signal Society meetings per year.
- Host Signal Society and/or other KQED events when possible
- Attend two or more Signal Society events per year
- Provide prospect recommendations
- Send personal acknowledgment letters
- Sign personal solicitation letters
- Recommend to staff strategies for implementing effective cultivation and stewardship
- Contact or meet with selected potential donors to cultivate and solicit Signal Society gifts
- Participate on one of the following sub-committees:
  - Recruitment and orientation
  - Younger donor outreach
  - Leadership Circle upgrade project
  - Lapsed donor renewal project
  - Project grants task force

Committee members will serve a term of three years. At the end of a three-year term, each member will review and discuss his or her participation with the Chair of the committee. Members who have fulfilled their committee responsibilities will be invited to serve another term.