

Lottery Committee Expression of Interest

August 2025

Call for Volunteers

The Brentwood Fundraising Committee (FRC) is in search of volunteers to serve on its Lottery Committee. This committee will provide key support to the Fundraising Committee for advising and planning the annual Brentwood Lottery. Lottery Committee members will also serve as ambassadors for the lottery, assisting with lottery communications, promotions and ticket sales.

Purpose

The Lottery Committee is a standing committee of Brentwood Recovery Home. The Committee is comprised of volunteers and staff members who are responsible for the planning and operations of the annual Brentwood Lottery. The committee is also responsible for making lottery plans and recommendations to the Fundraising Committee for their review and decision making.

The committee reports to the Fundraising Committee and for final approval through to the Brentwood Recovery Home Board of Directors.

Please note that this is a proposal for the structure of the committee. Currently there is a Terms of Reference in development for the committee that is in DRAFT form.

Membership

The membership of the Fundraising Committee shall consist of:

- a) An Alumni Chair and Staff Co-Chair.
- b) Up to 8 additional members.

The Executive Director, Fundraising Specialist and/or Director of Fund Development & Community Engagement will also sit on the committee. The Director of Finance and Operations may also attend as needed for financial consultation.

Members must be committed, willing to attend all meetings as their schedule allows. The term for all members shall be two years.

In addition, we will be recruiting volunteers to support this committee with ticket sales and other tasks are required.

Functions and Tasks

1. Develop a lottery work plan comprised of activities relating to the planning and operations of the Brentwood Lottery for recommendations to the FRC and for final approval by the Brentwood Recovery Home Board of Directors.
2. Develop lottery budget, prize boards, ticket pricing, draw schedules, marketing/advertising strategies and materials, sales office operations, reports, volunteer recruitment, scheduling, training and management, and assist with the selling of lottery tickets.
3. Provide recommendations to the Fundraising Committee about lottery budget, prize board and operations.
4. Identify any lottery governance concerns, risks or threats including recommendations to the Fundraising Committee about corrective action.
5. Serve as ambassadors for the lottery by:
 - a. Volunteering for lottery related tasks and assignments.
 - b. Selling lottery tickets.
 - c. Providing constructive input.
 - d. Attending and contributing to meetings.

Meetings

The Lottery Committee shall meet monthly (or established by the Chair and Co-Chair as per needs) and/or at the call of the Committee Chair. Meeting frequency may increase closer to the launch of the lottery or during lottery season. A majority (50%) of the members of the Lottery Committee will constitute quorum. Minutes will be recorded at all committee meetings and distributed prior to the next meeting.

Decision Making

Decisions of the Lottery Committee shall be made by a majority of the members present at the meeting.

Evaluation

The Lottery Committee will report to the Fundraising Committee monthly and in advance of a scheduled Fundraising Committee meeting via minutes and by the Director of Fund Development & Community Engagement.

Support

Minute taking and scheduling too be determined.

Qualifications

Lottery Committee members have:

- A desire to advance the Brentwood mission.
- An interest in fundraising.
- The time to commit to the meeting schedule and maintain their attendance.
- The willingness to contribute in meetings and to volunteer for tasks or to take on tasks as assigned.
- Experience planning and operating charity lotteries or raffles is an asset.

Eligibility

Committee membership is open to all Brentwood Alumni 18 years of age or older that have graduated from the program for at least one year. Membership is also open to non-Alumni/members at large 18 years of age or older.

Candidates meeting the above qualifications and eligibility requirements should send an email to Rosanne St. Denis at rstdenis@brentwoodrecovery.com by Friday, August 29, 2025 communicating their interest, suitability and availability for meetings.

If there is a significant amount of interest all applicant emails will be reviewed by the Fundraising Committee at their next meeting. All applicants will receive acknowledgment.