

POSITION DESCRIPTION:

FUNDRAISING COORDINATOR

REVIEWED: March 16, 2015



1.0 PURPOSE

The Fundraising Coordinator organizes the Club's fundraising events and activities. Fundraising is necessary to fund Club operating expenses and aids in keeping registration fees reasonable. Programs that are affordable will enable more skaters to participate.

2.0 RESPONSIBILITIES

- Determine fund raising activities and dates with the executive committee
- Organize fund raising activities
- Apply for lottery licences, if needed
- Relay fundraising activity information to all club members
- Work with Volunteer Coordinator to ensure all shifts for fundraising activities are filled
- Set and meet deadlines for fundraising activities
- Record participation of club members in fund raising activities
- Record history of current year's fund raising for use in setting up next year's activities, including recommendations for improvement
- Provide regular reports to the Executive Committee
- Ensure appropriate thank you notes are sent following fund raising activities
- Work with club members / fundraising committee on soliciting donations
- Assist with other club activities
- Monitor and support club activities while at the arena

3.0 REQUIREMENTS

- Good organizational skills
- Ability to communicate effectively with club members and with the community
- Basic computer skills and access to photocopier and printer
- Ability to work with a team and independently
- Ability to fulfill deadlines
- Make good decisions based on the best interest of the Club as a whole

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4.0 TIME COMMITMENT

- One year term of office; August 1 - July 31
- Estimated time;
 - Annual General Meeting, 2 hours per year
 - Monthly Board of Directors meetings, 20 hours per year / 8 meetings
 - Attend committee meetings, 8 hours per year
 - Maintain Records, 10 hours per year
 - Other fundraising activities, 60 hours per year

Approximate total yearly commitment, 100 hours per year