

Director at Large: Cash Calendar Coordinator

8.1. Conditions of Nomination:

Elected at the Annual General Meeting (AGM) or as prescribed in the EMHA constitution

8.2. General Responsibilities:

1. Establish and coordinate the cash calendar fundraising activities; and
2. Implement and carry out the Executive approved plan for the coming season in relation to the cash calendars.

8.3. Specific Duties:

3. Appoint a second person to sign the cheques and help with the calendars
4. Liaise with the printing company and request calendar proofs for the upcoming season
5. Review the proofs and the large calendar for accuracy of dates and prize money
6. Liaise with registrar regarding number of players and number of calendars purchased – this is required for lottery license.
7. Apply electronically for a lottery license from the township.
8. Pick up the lottery license from the township
9. Update the letter that is sent with the calendars
10. Order the calendars
11. Pick up the calendars from the printer
12. Distribute the appropriate number of calendars to the team managers who will distribute to the players.
13. Liaise with the webmaster in relation to communication about start date of draws.
14. On a weekly basis from November to February, check and empty the calendar box beside the booth
15. On a weekly basis from December to March, randomly select names as winners for each day on the calendar and write the names on the large calendar posted on the bulletin board in the arena
16. Write and mail cheques to the winners
17. Keep accurate financial records of the calendar bank account
18. On a weekly basis, post calendar winners on the EMHA Facebook page
19. Keep accurate records of the winners for the lottery report at the end of the season.
20. Submit the lottery report to the township at the end of the season
21. Maintain a book of instructions and procedures pertinent to the administration of this position and subsequently pass this book on to any successor.

8.4. Accountable to:

22. The EMHA Members;
23. The EMHA Executive;

8.5. Volunteer Requirements:

24. Varies throughout the year, about 2-3 average hours per week.