

Director at Large: Fundraising Coordinator

7.1. Conditions of Nomination:

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

7.2. General Responsibilities:

2. Responsible for coordinating all fundraising activities sanctioned by the EMHA.
3. Responsible for providing financial records and statements for each fundraising activity.

7.3. Specific Duties:

4. Develop creative fundraising programs to offset costs of hockey registration and/or operational costs.
5. Implement fundraising ideas from the executive
6. Recruit volunteers for fundraising committee
7. Provide to the EMHA executive a preliminary plan for fundraising activities for the upcoming season
8. Liaise with Team managers/parent reps for help with fundraising activities
9. Monitor progress of fundraising activities
10. Design or produce materials such as posters, and website posts to promote, market, or advertise fundraising events
11. Liaise with webmaster for advertising
12. Coordinate transportation or delivery of materials, supplies, or donations for fundraising events
13. Report fundraising progress monthly to the executive
14. Liaise with the treasurer regarding funds collected during fundraising activities
15. Liaise with the tournament convenor regarding fundraising activities at hosted tournaments
16. Maintain a book of instructions and procedures pertinent to the administration of this position and subsequently pass this book on to any successor.

7.4. Accountable to:

17. The EMHA Members.
18. The EMHA Executive.

7.5. Volunteer Requirements:

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