



Newmarket & District Ringette Association

Job Description

Fundraising Co-ordinator

The position of Fundraising Co-ordinator has general supervision of the fundraising activities of the Association, subject to the authority of the Executive Committee. Other responsibilities include the following:

- To research different fundraising activities and their potential income related to the Association as a whole including but not limited to:
 - Product Sales fundraisers
 - Raffles
 - Dance and Silent Auction
- To represent the Association in dealing with fundraising companies.
- To present optional fundraising activities and potential fundraising dates to the executive for selection and approval.
- To establish and work with any Sub-Committees to help organize and facilitate any fundraising event
- To advertise and promote any fundraising event through out all teams and the members of the association.
- To work closely with the Treasurer to ensure that detailed financial records of all money related to fundraising are maintained.
- As an executive member, to attend all meetings of the Association's Executive Committee and provide input to the direction and the future development of the Association as a whole, keeping the focus of what is best for the entire Association, without bias (positive or negative) toward any team, player, or parent.

Average Monthly Time Commitment = 4 hours
(Busiest time is two months prior to the Annual Dance & Silent Auction)

