



CHESTERMERE MINOR HOCKEY ASSOCIATION

Fundraising Director

The Fundraising Director reports to the Treasurer.

The Fundraising Director is a voting member of the Board and is required to attend regularly scheduled meetings and support the decision making process.

RESPONSIBILITIES:

Schedule annual fundraising activities and ensure the following:

- Planning and implementing at least one major fundraising event (dance, comedy night, silent auction) planning to commence at start of season, to include volunteers from the membership. This will be in addition to a casino fundraiser.
- Facilities are booked
- Assemble organizing committee for each event
- Hold organized meetings to plan activities
- Supervise the activities and monies collected
- Provide Alberta Gaming with all required paperwork at the end of the event
- Prepare a summary of income/expenses for each event for presentation to the Board

Contact all team Managers and tournament Coordinators: ensure they understand their roles and responsibilities relative to fundraising, including:

- That alcohol cannot be used as prize for any Team's fundraising nor purchased with team funds.
- Raffle licenses must be obtained for all Team Raffle's (license number must be printed on the tickets)

Responsible for the Team and Tournament Raffle License and 50/50 License draws for all Teams:

- Obtain all team and tournament raffle licenses through Alberta Gaming Commission or Alberta Registries for all teams
- Provide Alberta Gaming with all required paperwork at the end of the season
- Purchase and distribute the 50/50 tickets and raffle permit to each Team and Tournament Coordinator as required.

Responsible for ensuring that Alberta Gaming has the most recent list of Directors at the beginning of each season.