



**Voting Member:** No



**Reporting Manager:**

Treasurer



**TERM:** 1 Year

The information given below is intended to provide an understanding and appreciation of the general role. The position description outlines the main purposes in general terms only and is not intended to be prescriptive.

You may be required to carry out other duties in order to commensurate with the role. This will not change the character or purpose of the role but will be necessary to maintain the high standards of CMHA.

This position description may be altered from time to time to meet the changing needs of the Association.

### POSITION OVERVIEW

The Fundraising Manager works with board members and teams to coordinate fundraisers and raffles while complying with AGLC rules and regulations and is the only person authorized to take out an AGLC license on behalf of CMHA or a CMHA team.

### GENERAL DUTIES / KEY RESPONSIBILITIES

Schedule annual fundraising activities and ensure the following:

- Develop creative fundraising programs to offset costs of hockey registration including **Planning and directing at least one major fundraising event.**

Event could include a Working Together Raffle, 50/50, Social Event (dance, comedy night, casino) or silent auction. Responsibilities include:

- Planning to commence at start of season, to include volunteers from the membership
  - Booking the venue and activities
  - Assemble organizing committee for each event and liaison with each committee
  - Hold organized meetings to plan activities
  - Supervise the activities and monies collected
  - Provide AGLC with all required paperwork at the end of the event
  - Prepare a summary of income/expenses for each event for presentation to the Board for AGLC activities.
- Responsible for ensuring that AGLC has the most recent list of Directors at the beginning of each season after the AGM
  - Compile or develop materials to submit for grant application or other funding organizations, if applicable
  - Develop and maintain sponsorship contact lists
  - Secure commitments of participation or donation from individuals or corporate donors if required
  - Design or produce materials such as posters, and website posts to promote, market, or advertise fundraising events, if required
  - Write and send letters of thanks to key Sponsors as required
  - Ensure CMHA Fundraising Guidelines on CMHA Website is accurate and up-to-date.

**Ensure AGLC Compliance with Team and Tournament Raffle Licenses and 50/50 License draws for all Teams Fundraisers Including:**

- 50/50
- Sports draft pools
- Wine survivor
- Gift basket draws (West Jet, toonie stick)
- Wine/Liquor basket draws (no liquor license required)
- Table draws
- Squares board

**Responsibilities Include:**

- Direct or supervise team managers in fundraising activities
- Obtain all team and tournament raffle licenses through AGLC Commission or Alberta Registries for all teams
- Provide AGLC 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.

**Training Responsibility:** Provide guidance to managers and Tournament & Event Coordinators regarding roles and responsibilities relative to fundraising, including:

- Alcohol cannot be purchased with team funds.
- Raffle licenses must be obtained for all Team Raffle's (license number must be printed on the tickets).
- Requests for a licence needs to be given no less than 72 hours prior to the fundraising start date.

Communication can be structured around the Manager/Treasurer Meeting and may be reinforced throughout the hockey season.



Position Description Review Date: May 29, 2022	Board Approved (Y)
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