

Greenway Amateur Hockey Association

FUNDRAISING DIRECTOR POSITION DESCRIPTION

Eligibility: Any parent/guardian who has completed the SafeSport training within the last two years and also completed the Minnesota Hockey background check process with a passing result.

Purpose: Responsible to direct & organize GAHA fundraising efforts.

DUTIES

- Solicit fundraising committee members
- Set up committee to create, organize, and execute fundraising events from start to finish.
- Set dates and deadlines for fundraising events.
- Create or update needed fundraising forms for on-site registration sessions and GAHA website.
- Compose emails and/or flyers to Association members to promote fundraising events.
- Solicit/schedule volunteers to work fundraising events.
- Work with Treasurer to arrange for money to begin and assist with deposit as needed.
- Follow-up with committee member delegated to oversee specific fundraising event.
- Work with Concession Managers to schedule volunteers, fill shifts or other duties as needed.
- Communicate at least monthly with Team Managers to update them on their team members family fundraising efforts.
- Track and verify fundraising efforts of families on a monthly basis.
- Attend monthly GAHA Association meetings to update GAHA board and attending association members of fundraising committee ideas and successes.

Other Duties

- Attend Monthly Association Meeting
- All GAHA related documents are saved to GAHA's system and not stored on personal equipment.
- All GAHA email communication is conducted through the GAHA email associated with this position.
- Other duties as assigned by Executive Board.

Benefit: Credit for 50 volunteer hours and player registration fees waived.

Updated February 2017