

## MHSA Board Member Job Description

<b>Position:</b>	Fund Development Director
<b>Authority and Responsibility:</b>	<p>The Board of Directors is the legal authority for the Medicine Hat Soccer Association (MHSA). As a member of the Board, a Director acts in a position of trust for the <b>entire</b> soccer community and is responsible for the effective governance of the organization.</p> <p>The Fund Development Director has the authority and responsibility to report on past, current and future events or programs of the MHSA to it's members as well as local media.</p>
<b>Qualifications and Skills:</b>	To effectively fulfill the role of Fund Development Director an individual must possess strong verbal and written communication skills. Ideally, they have experience with preparing press releases, newsletters and other forms of marketing materials.
<b>Requirements:</b>	<p>Requirements of Board membership include:</p> <ol style="list-style-type: none"> <li>1. Commitment to the work of the organization.</li> <li>2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy.</li> <li>3. Willingness to serve on committees.</li> <li>4. Attendance at monthly Board meetings.</li> <li>5. Attendance at meetings of assigned committees.</li> <li>6. Attendance at Annual General Meeting.</li> <li>7. Support of special events.</li> <li>8. Support of and participation in fundraising or marketing events.</li> </ol>
<b>Term:</b>	Directors are elected by the membership at the Annual General Meeting. Directors serve for a two-year term. Directors may be released at the end of the elected term, by resigning or according to the MHSA Bylaws.
<b>General Duties:</b>	<p>A Director is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.</p> <p>The Director must:</p> <ol style="list-style-type: none"> <li>1. Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and staff.</li> <li>2. Monitor all Board policies.</li> <li>3. Review the bylaws and policy manual, and recommend bylaw changes to the membership.</li> <li>4. Review the Board's structure, approve changes, and prepare necessary bylaw amendments.</li> <li>5. Participate in the development of the MHSA's organizational plan and annual review.</li> <li>6. Approve the MHSA's budget.</li> <li>7. Approve the hiring and release of staff, including their employment contracts, based on the recommendation of the Executive Committee.</li> <li>8. Support and participate in evaluating association staff.</li> <li>9. Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance the MHSA's mission.</li> </ol>
<b>Specific Duties:</b>	<ol style="list-style-type: none"> <li>1. Provide Staff with support, ideas and suggestions in communications,             <ul style="list-style-type: none"> <li>○ Including all communication tools                 <ul style="list-style-type: none"> <li>▪ Website</li> <li>▪ Emails</li> <li>▪ Social media</li> <li>▪ Newspaper ads</li> <li>▪ Bill boards</li> </ul> </li> <li>○ Communication strategy</li> </ul> </li> <li>2. Provide support and guidance to the staff in the area of marketing and branding strategies,</li> <li>3. Review on a quarterly basis the success or needs for improvement of all communications,</li> <li>4. Create and maintain a donor/sponsor/supporter list including prospects,</li> <li>5. Be the lead driver of all sponsorship and fundraising activities,</li> <li>6. Develop and maintain a recognition policy and or process,             <ul style="list-style-type: none"> <li>○ Review its effectiveness on a yearly basis</li> </ul> </li> <li>7. Maintain an up to date list of the soccer Association's needs both current and future,</li> </ol>

	8. Provide a suggested budget for communications, marketing, donor recognition and volunteer recognition, <ul style="list-style-type: none"> <li>○ Maintain an accurate accounting of all expenses and report to the board results.</li> </ul> 9. Chair the Fundraising committee, 10. When required plan and organize fundraising events in support of Medicine Hat Soccer, 11. Plan and organize a yearly volunteer appreciation night, 12. Carries out other duties as required by the Board.
<b>Evaluation:</b>	A Director's performance is evaluated annually based on the performance of their duties laid out in their Goals and Workplans.
<b>Annual Review:</b>	The Executive Committee annually reviews the Board Member Job Description. Recommended changes are presented to the Board.
<b>Revised Date:</b>	May 2017