

Hidden Valley Community Association

Fundraising Director Position Description	Date Drafted <u>May 27, 2013</u> Date Approved <u>September 20, 2013</u> Date Revised _____
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The role of Fundraising Director is to establish and facilitate Fundraising activities and opportunities which can include: Grant application, Sponsorship and Fundraising Alternatives available to the community association.

Specific Responsibilities of Fundraising Director

In addition to the general duties and responsibilities of all Directors, the Fundraising Director has these additional duties:

- Work closely with the Board of Directors to establish Fundraising Objectives; recommend fundraising opportunities
- Chair the Fundraising Committee, maintaining records of minutes for the Secretary and provide information to the Board on committee business
- Work with the Fundraising Committee to develop and implement plans to achieve the Board's Fundraising Objectives
- Solicit Sponsors for the Association's Activities and Events
- Research additional funding sources for the Community Association
- Research and apply for applicable Grants available to the Community Association
- Apply for Licenses and Permits to run gaming events such as Casinos and 50/50 draws
- Prepare written reports on gaming events, submitting reports to the Board and to Gaming Authorities
- Create and Plan Fundraising activities; including Bottle Drive, Run the Loop
- Liaise with Volunteers Director to help recruit volunteer workers
- Liaise with Communication Director to ensure community residents and members are aware of Fundraising activities and sponsors are adequately acknowledged for their contributions
- Develop and maintain accurate records of financial matters of the association
- Determine all associated costs for fundraising activities
- Establish a Fundraising budget with advice from the Treasurer
- Report on all aspects of Fundraising activities at the Annual General Meeting

Authority and Accountability

- The Fundraising Director is elected by and accountable to the members of the Hidden Valley Community Association
- The Fundraising Director serves as a Committee Director

Term

- The Fundraising Director is elected for a one (1) year term, renewable for two (2) terms maximum, at the Annual General Meeting