



Skate **ABC Skating Club**

Position Description—Fund Raising Coordinator

Purpose

The Fund Raising Coordinator organizes the Club's fund raising events and activities.

Fund raising keeps registration fees low. Low fees enable more people to participate in skating. Enabling everyone to participate in skating throughout their lifetime; for fun, fitness and / or achievement is the mission of our organization.

Responsibilities

- Determine fund raising activities and dates with the Executive Committee.
- Organize Fund Raising activities
- Record participation of Club Members in fund raising activities
- Record history of current years fund raising for use in setting up next year's activities including recommendations for improvement.
- Provide regular reports to the Executive Committee.
- Ensure appropriate thank you notes are sent following fund raising activities.
- Work with President on soliciting donations.
- Assist with other Club activities
- Monitor and support Club activities while at the Arena.

Qualifications

Ability to communicate with Club members and with the community

Organizational ability

Basic computer skills

Work well with a team and independently

Ability to make deadlines

Ability to make good decisions based on the best interests of the Club

Time Commitment

Two-year term of office, August 1 to July 31

Estimated Time:

Attend General Meetings

1 hour twice a year



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Attend Executive Meetings	3 hours per meeting for 8 meetings
Attends Committee Meetings	4 hours per year
Maintain records	3 hours per year
Other fund raising activities	12 hours