



BEAUMONT MINOR FOOTBALL ASSOCIATION

MEMBER AT- LARGE JOB DESCRIPTION – SPONSORSHIP AND FUNDRAISING DIRECTOR

The Beaumont Minor Football Association (BMFA) is the governing body for all minor football in the city of Beaumont and the catchment area as defined by the Capital District Minor Football Association.

A member of the Beaumont Minor Football Association (“Association”) is defined as:

- a. A parent with a child registered with the Association;
- b. A person who has legal guardianship of a player registered with the Association;
- c. A coaching member;
- d. Anyone over the age of 18 and a resident of Alberta and interested in furthering the objectives of the society upon approval of the board executive.

All Executive members must be members of the Association.

The executive shall consist of: The President, the Vice President, Treasurer, Secretary, Registrar, and Divisions Director. The executive may also consist of up to two (2) Executive Members-At-large, if desired by the general membership or executive.

The Sponsorship and Fundraising Director is a 1-year position.

Role Responsibilities

- Attend Monthly Board meetings.
- Develop and implement a comprehensive fundraising plan to support Association goals.
- Coordinate and oversee all fundraising initiatives, events, and campaigns.
- Source out new sponsors and work to get returning sponsors.
- Work with electives on new grants/donations.
- Maintain records of sponsorships and fundraising contributions.
- Work with the Treasurer to ensure proper accounting of all fundraising income, sponsorships, and expenses.
- Perform duties as requested by the President and/or executive.

Notes

The Executive positions shall be filled by way of election at the Annual General Meeting. The Equipment Manager will be appointed by the executive (reviewed annually). Any position not filled at the Annual General Meeting shall be voted on at a subsequent executive meeting.

If an member at-large for whatever reason, decides that he/she cannot fulfill the duties of his/her position, he/she can communicate resignation through verbal intent, email, written letter, sign language, or text message. Resignation is "at will," and any form of documentable resignation, whether written or verbal with witnesses, shall be accepted.

If it is alleged that a member at-large is not adequately fulfilling his/her position, the situation should be discussed and reviewed by the executive. After this review, the executive (by majority vote) can remove a person from their position.

If an executive member has had their Association membership suspended or revoked, he/she is also deemed to have been removed from his/her executive position. If an executive position is vacated between Annual General Meetings, the executive can elect another member of the Association to complete the term.

For more information about the Association and this position, please visit our website: www.beaumontfootball.ca.