



## Director at Large - Fundraising/Sponsorship

[sponsorship@chathamringette.com](mailto:sponsorship@chathamringette.com)

### Overview:

The Sponsorship and Fundraising Director of the Chatham Ringette Association is responsible for the overall direction of sponsorship funding for the CRA and will provide leadership for the planning and coordinating of all special events for the CRA.

### Role and Responsibilities:

- Contact local businesses, including those from previous seasons, before the start of each ringette season for the purpose of seeking sponsors.
- Update the executive and treasurer immediately as sponsors are acquired.
- Coordinate with the PR regarding social media shout outs, team/sponsor pictures.
- Coordinate with the webmaster regarding sponsors' names being displayed on the website.
- Create and write out thank you cards for all sponsors and mail out.
- Create a monthly sponsorship director report to present at board meetings.
- Coordinate volunteers for monthly bingo assignments
- Will ensure all Bingo obligations are being filled, assist with scheduling volunteers.
- Ensure that the proper licenses are obtained by the Municipality of Chatham-Kent for any 50/50 Draws or raffles completed by CRA.
- Bring fundraising suggestions to the Board of Directors for discussion and approval.

CHATHAM RINGETTE ASSOCIATION



[WWW.CHATHAMRINGETTE.COM](http://WWW.CHATHAMRINGETTE.COM)



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