



Cochrane Minor Hockey (CMHA).

Title:	CMHA Ways & Means Director	Category:	Executive Committee
Organization:	Cochrane Minor Hockey	Req #:	CMHA 17
Location:	COCHRANE, ALBERTA	Reports To:	VP Administration

Nominations Accepted By:

administrator@cochraneminorhockey.com

MAIL:

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Job Description

Position Summary:

The Ways & Means Director is responsible for organizing, review, and / or coordinate all general fund raising activities conducted in the name of Cochrane Minor Hockey Association and its teams to ensure compliance with legislative restrictions and the aims of the fundraising guidelines of the association. Without limiting the generality of the foregoing, the Ways & Means Director shall:

Specific Responsibilities would include, but not be limited to:

- ☛ Co-ordinate and oversee the financial statements of the various fund raising activities, including receiving financial reports from all teams fund raising and gaming events.
- ☛ Approval of all team fund raising event request to ensure compliance.
- ☛ After consultation with the Finance Director, approval of competitive gaming events. (E.X. 50/50, draws, ticket raffle, hockey pools, etc.)
- ☛ Monitor amounts of funds raised by individual teams to ensure no team exceeds permitted fund raising ceilings.
- ☛ Appoint a Bingo or Casino coordinator to recruit volunteers to work scheduled shifts.
- ☛ Organized and coordinate team photo nights.
- ☛ Maintain a full complement of sponsorships, maintain a database of Corporate and Team sponsors.
- ☛ Partner with the Finance Director and establish a sponsorship program and sponsorship amounts.
- ☛ Perform such other duties as the President may direct.

Qualifications would include, but not be limited to:

- ☛ CMHA Member in good standing.