



FSA Director, Fundraising and Volunteers

The Director, Fundraising and Volunteers is responsible for FSA fundraising, communications of team fundraising legal requirements to teams (i.e. AGLC licenses), administration and contact person for all FSA funds/scholarships e.g., FSA Benevolent Fund and Matt Edwards Scholarships, and administration of the FSA volunteer points system.

Duties will include:

- Maintaining the Casino that FSA gets every second year, receiving communications, completing any required paperwork and arranging for volunteers to work the event.
- Providing information, receiving applications, coordinating application review (3 boards members to review) and communicating decisions to applicants for the FSA Benevolent Fund
- Providing information , coordinating with FSA Treasurer for receipt of donations, receiving applications, coordinating application review and communicating decisions re: scholarship for the Matt Edwards Scholarship fund.
- Pulling licenses with AGLC for any FSA fundraising, event liquor sales etc. Team fundraising is not to be run through the FSA account, however, this position will provide information to teams about how to ensure their fundraisers are compliant and meet AGLC requirements.
- Communicating to the FSA membership about the FSA volunteer points system requirements and any opportunities for earnings points as they come up.
- Since the bulk of the memberships points will be earned at the annual FSA Tournament, the Director will work closely with the Director, Tournaments to create the jobs and ensure the duties and points credit for different roles is clear.
- Tracking of all FSA family volunteer points balance. Communications to families who have not filled their requirements, reminding them to do so (e.g. when they have not yet signed up to help with the tournament).
- Communication at the end of the season to the Treasurer on outstanding credits to be charged to families who have not met the minimum volunteer requirements.
- Working with the Director of Communications on website content, necessary communications or social media posts about any of the above items.

Authority

This Director has the authority to apply for AGLC licenses, make decisions regarding the Casino, FSA scholarships and funds and advise the Treasurer of amounts to be collected from families who have not completed their volunteer commitment. They will ensure the Board is made aware and kept in the loop regarding decisions made and statuses of casinos and volunteer points.