



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: FUNDRAISING DIRECTOR FUNCTIONS

POLICY #: 1610

Created: May 25, 2018	Last updated: January 22, 2019	Approved: January 22, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the roles and responsibilities of the Fundraising Director of the Fort Saskatchewan Ringette Association's (FSRA) Executive Board.

2.0 Scope

This policy only applies to the FSRA Fundraising Director.

3.0 Terms

Fundraising Director - An elected member of the FSRA Executive Board who may serve for a minimum of a two-year term. They facilitate fundraising efforts and events, submits grant applications, and follows licensing requirements

4.0 Policy

- 4.1 The Fundraising Director's primary function is to proactively seek out practical fundraising initiatives and to oversee their execution.
- 4.2 The Fundraising Director must coordinate volunteers from the FSRA to staff all fundraising events and track their hours of work to ensure they have met their volunteer hour requirements.
- 4.3 The Fundraising Director must also attain sponsorship agreements for the FSRA by establishing communication with prospective sponsors explaining details and what FSRA can do for them. Establishing a commitment by August 15th and getting a full commitment by August 30th. The Fundraising Director is then responsible to notify the Treasurer of those committed sponsors.
- 4.4 The Fundraising Director must maintain the sponsorship agreement once it has been established.



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4.5 The Fundraising Director must maintain complete records of all fundraising activities, licenses, applications, and reports. The Fort Saskatchewan Minor Sports Association (FSMSA) shall be used as a reference and shall complete forms and or reports as required by the Alberta Gaming and Liquor Commission Board as pertaining to the FSMSA's Alberta Corporate Registries and or Canada Revenue Agency official numeric identification.