* Responsible for organizing any advertising, such as distribution of letters, poster to the community
* Oversees all fundraising activities
* Is the contact for interested sponsors
* Liaison between the club and teams on ensuring they are getting permission for any fundraisers
* Prepares Fundraising reports for monthly meetings to include total sales and profit to date
* Responsible for getting any money from fundraisers to the Treasurer within 5 days of a fundraiser finishing for deposit
* Must have good communication with Treasurer
* Responsible for checking the [fundraiser.leduccrush@gmail.com](mailto:fundraiser.leduccrush@gmail.com) email 2-3 times per week and return emails and inquiries in a timely manner.
* Attend all board meetings
* Speak positively about The Leduc Lacrosse Club.
* Keep sensitive matters brought to the board private.
* Take your responsibilities seriously; we are the communication link to the families in our League. If we are not sending emails, making and returning phone calls and getting out pertinent information, our families are left feeling that as a board we are disorganized, not a reputation we want to proceed us.

By signing this document you are agreeing to fulfill these commitments for the duration of the 2017 season. In addition, please note that if the majority of the board agrees that you are not fulfilling your responsibilities you may be asked to step down.

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Signed Name Printed Name

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Date President Signature