

Position/job title: Fundraising Portfolio

General Duties of Assigned Portfolio

Goal of Portfolio

As the ARC is a not-for-profit organization, run for the benefits of its members, it is vital that the funds required for appropriate operation of the club be available, and that membership fees are maintained at a reasonable level. To that end the fundraising director is responsible for setting fundraising goals and implementing plans to reach that target.

Duties and Areas of Responsibilities

Primary responsibilities of the Fundraising Director include, but are not limited to the following:

1. Annually set club fundraising goal, in consultation with the treasurer and board, at the time that the Budget is struck.
2. Outline plans and activities required to achieve the fundraising goal, and in compliance with the ARC Fundraising Policy, ensure that all fundraising initiatives undertaken at the Club are reviewed and approved by the Board and are directed at raising funds to meet Board approved targets. .
3. Obtain membership involvement and facilitate activities to completion
4. Locate suitable grant opportunities and manage grant application process, including on-going grants such as those to the City of Toronto Parks & Recreation Dept and new grants to the federal and provincial governments
5. Responsible for managing sale of club merchandise (apparel, CDs, training books, etc) and as well, proposing new ideas of items for sale that will raise funds.
6. Responsible for seeking out as well as responding to requests for Corporate Team Building opportunities and arranging for the event
7. Explore opportunities for corporate sponsorships or donations.
8. Ensure that Board President is kept informed of all major activities of the portfolio and any scheduled sub-committee meetings, to support the Chair's responsibility to monitor overall Board governance.

Sub-committees and Reporting Positions

- Fundraising Sub-committee – (member volunteer assistance)

Evaluation

Director's performance is evaluated annually through reporting to the membership at the Annual General Meeting.

Review and Approval Date

The Board reviews the Board Member Job Descriptions annually to ensure appropriate assignment of duties and responsibilities.

Date: _____

Director's Signature: _____