# Fundraising

* Attends regular executive board meetings as a voting member
* Orientation and handover at the June Board meeting
* Is required to do one Cleaning for the Year.
* On all matters of business, confidentiality is essential.
* Along with all the members of the co-operative, is responsible for the health and safety of LCNS children.
* In summer develops fund-raising plan for the Fall Term to be presented at the September board meeting.
* In December develops a fund-raising plan for the Spring Term to be presented at the January meeting.
* Co-ordinates all fund-raising initiatives, with the fundraising committee. Fundraising Officer may also utilize the class representatives to assist, as need (e.g. when committee is small due to low enrollment).
* Always looks for new fundraising opportunities.
* Works in conjunction with the Sponsorship Officer.
* Sends out reminders, as needed, to the membership in regards to due dates, delivery dates, and any other time sensitive information that might be needed.
* Additional fund-raisers may be proposed through out the year to the board for approval as opportunities presents themselves.
* Gives a report of past and future fund-raising efforts to the membership at the Annual General Meeting in September and Spring Member Meeting.
* Communicate fundraising ‘goals’, progress and purchases to the membership. This may be achieved by: speaking to it at the AGM; using the thermometer poster in the classroom; or asking the teachers a couple times over the school year to write on the classroom white board what the fundraising dollars have earned during the school year; posting something on the bulletin board in the stairwell.

Duties of the Fund-raising Committees

* Assists with handing out all fundraising information.
* Brings any concerns, comments, or ideas to the attention of the Fundraising Officer.
* Assists in delivery and pickup of fund-raiser products.