

Job Description – Fundraising and Sponsorship

Non-voting members

- Elected as a non voting officer of the Board
- Attends 3 meetings of the Board per year (August, January, and another of your choice)
- Sends a brief monthly report to the President before Board meetings
- Does not vote but is welcome to contribute to discussions
- Is required to do cleaning nights
- 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.
- Participates in June orientation and handover meeting

Summary of Role

Throughout the year, arranges approximately 3 fundraising campaigns

Reports to: President/VP

Details and helpful tips for Role

Fundraisers

- Maintains all files related to LCNS Fundraiser, Sponsors and Donations (Word documents and Excel spreadsheets).
- SUMMER: develops fund-raising plan for the Fall Term to be presented at the September board meeting. DECEMBER: develops a fund-raising plan for the Spring Term to be presented at the January meeting.
- Uses information from previous fundraising campaigns to recommend fundraisers for the future
- Presents fundraising information to parents at AGM meeting
- Co-ordinates all fund-raising initiatives with the support of the fundraising committee
- Sends out reminders to the membership in regards to due dates, delivery dates, and any other time sensitive information that might be needed.
- Creates social media posts regarding fundraisers and sends to Communication Officer for posting.
- Additional fundraisers may be proposed throughout the year to the board for approval as opportunities presents themselves.
- One successful fundraiser this past year was an online Silent Auction: Records all items donated for silent auction. Tracks item value and the amount the item went for a silent auction.

- Promotes ongoing fundraisers (Scholastic, FlipGive, Mabel's Labels)
- Participates in Event Planning for Special Events or larger fundraising events (if applicable)

Sponsorship Duties

- Manages ad files to be received from sponsors for newsletter, works with the Secretary to place them in the monthly newsletters. Also manages files of sponsor logos to be added to silent auction poster and LCNS website.
- Maintains record of which sponsor is eligible for a tax receipt (along with amount) and passes that info to the Treasurer.
- Keeps all record of current and past sponsors, including businesses etc. who received a sponsorship package but weren't interested.
- Acts as the main point of contact for LCNS Sponsors (alongside the President and VP)
- Writes and delivers (mail) a hand written note to each sponsor/donor to thank them for their support or assigns this task to a committee member.
- Emails a copy of the monthly newsletter to all sponsors featured in LCNS ad space each month.
- Updates sponsorship package as needed.
- 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 and sponsorship '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; writing a message for the monthly newsletter, posting something on the bulletin board in the stairwell, creating a social media post.
- Always looks for new sponsorship and fundraising opportunities.