



MMHA Roles & Responsibilities

Role: Fundraiser & Tournament Coordinator

Description:

This role is part of the Mitchell Minor Hockey Association (MMHA) Board of Directors. This role takes responsibility for all aspects of Mitchell Minor Hockey Association (MMHA) fundraising activities. The director must represent the community and its association goals in a professional and respectful manner.

Qualifications

- Previous experience acting on a Board
- Leadership experience
- Respect in Sport for Activity Leaders certification
- Strong interpersonal and organizational skills

Responsibilities

- Develop creative fundraising programs to offset costs of hockey registration
- Compile or develop materials to submit to granting or other funding organizations. We have been doing cash raffles with approval of the Manitoba Lotteries Commission.
- Monitor progress of fundraising drives such as the Cash Raffle and plan & direct special events like the Dick Penner Memorial Tournament
- Direct or supervise team managers in activities specifically with getting the raffle tickets distributed to each family. And collecting the ticket stubs for the raffle.
- Recruit sponsors, participants, or volunteers for fundraising events which includes the Dick Penner Memorial Tournament
- Design or produce materials such as posters, and website posts to promote, market, or advertise fundraising events
- Develop and maintain sponsorship contact lists
- Write press releases, or other promotional materials to increase awareness of the MMHA's fundraising goals.
- Coordinate transportation or delivery of materials, supplies, or donations for the fundraising events.
- Write and send letters of thanks to donors
- Help the treasurer with writing reports or to prepare a presentation to communicate fundraising program data at the AGM

Time Commitment

- 1-4 hours/ week