



# Muir Lake Community League

## Job Description - Fundraising Coordinator

Position Title	MLCL Executive Officer (voting position)
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No experience required.

### Instructions for Fundraising Coordinator

- Arranges volunteer workers for casinos and fundraising bingos then assigns jobs.
- Reminds sports registered volunteers of their upcoming commitment.
- Completes interim and final reports for license period.
- Attends biannual meetings of Parkland Bingo Association.
- All Bingo funds will be deposited into a separate Bingo account. Monies from this account are to be spent only on the specific categories as listed in the bingo license issued yearly (utilities, facility repairs, janitorial).
- Prepare for and contribute to Board discussions;
- Newsletter updates – Any bingo/casino dates for the month and if you need more volunteers.

### Perks for Fundraising Coordinator (pending approval at AGM)

- Free MLCL membership for the following year.
- One Free rental on a Sunday (Not June/July/August), or a weekday in the summer.
- Board members will not pay fundraising fee on Kid's sports
- Get one free ticket on an event during the year (excluding Ham and Turkey BINGOs).
- Connects you with others in the community, make new friends and contacts.