**Job Description**

**POSITION TITLE FUNDRAISER**

**AUTHORITY**

Is responsible to carry out this mandate. Is accountable to the Board of Directors.

**RESPONSIBILITIES**

* Per the Book Order Procedure Guide, organizes the Scholastic book orders, by distributing an information sheet to parents in September, organizing the student order forms for distribution monthly, ordering the books and sorting and distributing the book orders
* Per the Bake Sale Information Guide, organizes the December bake sale
* Coordinates, organizes and oversees the fundraising activities if and when directed by the Board

**TERM**

Is elected by the membership for a one year term at the September Annual General Meeting.

**RENEWAL**

To be reviewed by the new incumbent following their election to the Board. Any changes may be brought to the Board for approval.

**Date: June 9, 2016**

**Chairperson’s Signature:**