



Mountain Post Santa's Workshop Fundraiser Chair Position Description

DESCRIPTION OF DUTIES:

- Shall oversee and coordinate the charitable fundraising activities that MPSW will implement during the board year (see Bylaws Article 1 Section 9).

Throughout The Year:

- Notify donors of Inventory needs.
- Will seek corporate donations for the benefit of MPSW.
- Will solicit in-kind and monetary donations via e-mail, phone call, and in person.
- Will lead Ruck March planning committee.
- Provides a report of all activities within his/her scope of responsibility.
- Maintains roster for Donors.
- Attends all Board Meetings.
- Attends and supports all activities, events, and fundraisers.
- Will join subcommittees to assist other Board Members.
- Will participate in After Action Report (AAR) for events.
- Tracks and submits own volunteer hours on Army Family Web Portal.
- Supports the philosophies and guidelines of the organization.

Shopping Week Support:

- Attends shopping week.

Time Commitment:

- Approximately 20-25 hours per month.
- Monthly hours will vary depending upon activities.

Length of Commitment:

- Board Year running 1 April-31 March.

Work Location:

- Physical location of Mountain Post Santa's Workshop Fort Carson.
- Various locations for donation pick up and fundraisers.
- Locations for meeting and/or planning events.

Uniform:

The Fundraiser Chairperson will be provided and maintain a MPSW logo polo to be worn when necessary.