



Job Title: Godwin Athletic Association Ways and Means Coordinator

Purpose: The Ways and Means Coordinator of the GAA will coordinate special fund-raisers including the Annual Golf Tournament, Spirit Nights, Test Drive Events, and other special events as required.

Key Responsibilities:

- (1) Attends month GAA Board meetings on the first Monday of each month and communicates the status of Ways and Means activities. Serves as a voting Board member.
- (2) Provides support as required to the directors of each of the three major events, including assistance with event promotion, volunteers and financial activities.
- (3) Recruits event directors to serve on the GAA board.
- (4) Contributes ideas for additional fund-raising activities.
- (5) Assists with other GAA board activities where possible.

Reports to: The President of the GAA

Length of Term: One Year - Beginning July 1st and ending June 30th of the following year.

Time Commitment: The Ways and Means Coordinator will provide up to 5-10 hours per month on average throughout the year.

Qualifications: Previous fund-raising experience, and event coordination are preferred. Good communication skills, and ability to coordinate volunteers are essential.