

HSC FUNDRAISING COORDINATOR

The Fundraising Coordinator must be a resident of a particular house and shall serve a term of one year and may be re-elected to one additional term

Fundraising Coordinator Duties:

1. Form a fundraising sub-committee within the HSC.
2. Recruit any residents and alumni to join the sub-committee.
3. Lead any sub-committee meetings held outside of the HSC meeting.
4. Plan, organize, and implement fundraisers.
5. Network with outside agencies and individuals concerning donations.
6. Ensure all checks are made out to the Oxford House HSC and all monies are delivered to the HSC Treasurer.
7. To present a written report at the HSC meeting including the following:
 - a. Members of the sub-committee;
 - b. Recent activities of sub-committee, including summary of last meeting;
 - c. Future goals of the sub-committee, and;
 - d. Upcoming fundraisers.