**TTSC FUNDRAISING CHAIR  
and 1st Vice President**

The main function of the fundraising chair is to plan, promote and coordinate the fundraising  
efforts for the club. Duties include:

* Set fundraising goal for the year.
* Hold a minimum of two team fundraising opportunities per year.
* Communicate promptly with vendors, board members, sponsors, and team members.
* Open team lock boxes and collect payments.
* Keep detailed records of cash and checks collected and keep secure.
* Deposit funds in a timely manner and communicate deposit details to treasurer.
* Check P.O. Box monthly and distribute mail.
* Track member participation and update member accounts in Team Unify.
* Respond to inquiries for team sponsorships.
* Thank team sponsors and update sponsor list annually.
* Audit member accounts and notify members with unpaid balances before the last  
  fundraiser of the season.
* Compile a list of members with unpaid balances for the treasurer to bill in August or  
  before members quit the team.
* In October, once membership registration is complete, review team roster and adjust  
  fundraising commitments for families.
* Calculate appropriate fundraising commitment and update member accounts for those  
  who join after the season officially begins.