

Fundraising Chairperson (minimum 3 years clean time required)

1. Designate vice chair and subcommittee members where practical.
2. Coordinate and host fundraising events for the NEFASR. All events must be approved by the NEFASR committee.
3. Coordinate fundraising activities with the NEFA, Free State Region Special Events Subcommittees, and local NA Conventions.
4. Maintain an accurate and current financial record of all activities and other related expenses.
5. Submit all funds generated through fundraising activities/ events to the NEFASR treasurer within 72hrs of receipt of said funds.
6. Receipts must be obtained for the expenditure of funds from the operating budget and surrendered to the NEFASR treasurer in a timely manner.
7. Coordinate with the merchandise subcommittee chair for fundraiser supplies and merchandise.
8. Maintain archives of subcommittee meeting minutes and fundraisers.
9. Responsibility for the handling of cash at a fundraising event/ activity may be re-delegated from the subcommittee chair to a sole individual at any given time during an event, activity, or at the NEFASR. Individuals with access to cash must have at least 18 months clean time. Cash must be maintained in a secure manner at all times.
10. Maintain archives to be handed from chairperson to chairperson.
11. Coordinate with NA groups to use existing meeting facilities for NEFASR fundraising activities where appropriate.