

ACFA Donations Chairman Duties

The ACFA Donations Chairman shall:

1. Fulfill the duties of this office and represent the Alabama Coastal Fisherman's Association (ACFA) in a manner consistent with the mission statement;
2. SOLICIT, and be responsible for collection, storage & dissemination of all items donated to the ACFA during the year;
 - a. Coordinate with the ACFA President and Vice-President to obtain any door/raffle/End of Year prizes during the year;
 - b. See that the Raffle Item(s) and Door Prizes are at the meeting hall each month.
 - c. Collect and store an appropriate ice chest filled with various donated items as the Grand Attendance Prize Drawing Prize for the End of Year Awards Banquet, value should be \$300 to \$500 (coordinate with President, Vice President, and Treasurer if items need to be bought to add to the prize).
3. (Per 2 b.) Be at the meeting hall 30 minutes prior to start time to set up the raffle item(s) and begin selling tickets. Or appoint a 'dependable replacement' to fulfill these duties if they cannot be present at the meeting.
 - a. After ticket sales have concluded, give the proceeds to the Treasurer for deposit.
4. Develop a strong working knowledge of ACFA Sponsorship applications (tiers):
 - a. Assign a Sponsorship "Tier*" to each donation based on the monetary amount equal to the retail price of each donation;
 - b. Relay new Sponsorship information received to the President, Membership Chairman and Newsletter Editor as soon as possible;
 - c. Develop, maintain, disseminate, and post a Sponsorship page (monthly) for the website and newsletter.
5. Develop, compile & maintain a list of potential sponsor vendors with the Alabama Coastal Fisherman's Association (ACFA) and forward updates to the ACFA Exec Board.

*ACFA Sponsorship Tiers are assigned based on \$100, \$250, and \$500 contributions.