

## Concession/Fundraising Coordinator

1. Shall coordinate all concession activities for the organization, including but not limited to purchase of all items, concession stand maintenance, and coordinating with the Treasurer for all financial obligations.
2. Shall provide a detailed report of concession activity at monthly board meetings.
3. In coordination with the Treasurer, the fundraising coordinator will create a fundraising plan, designed to meet HYF&C fund requirements for the coming year.
4. Shall submit a final report on each fundraising project to the Board of Directors.
5. Shall perform such other duties as may be required by the Constitution and Bylaws, the President or the Board of Directors.
6. Shall be responsible for coordinating volunteers for concessions. This includes, but is not limited to set-up, selling during the games, and clean up. Shall also be responsible for securing volunteers for chain-gang, and other duties deemed necessary for game preparation and clean-up.
7. Shall be responsible for coordinating spirit wear. This includes but is not limited to ordering merchandise, securing quotes, set pricing, create and distribute order forms, collect order forms and money, distribution of items ordered.
8. Shall be responsible one entity of each subcommittee: Registration, camp, media relations/special events, and sponsorship.