



FUNDRAISING CO-ORDINATOR

Reports to: Committee and members of the Club

Purpose of the role

The Fundraising Co-ordinator is primarily responsible for co-ordinating all fundraising activities on behalf of the club.

Qualifications & Desirable Characteristics

- Hold a current "Working with Children Check"
- Effective communication skills
- Approachable, positive and enthusiastic
- Experience in a leadership role
- Be receptive to change

Duties & Responsibilities

Prior, during and post season the Fundraising Co-ordinator duties may include but are not limited to:

- Co-ordinate all fundraising activities for the club
- Liaise with Club Treasurer on any proposed expenditure surrounding any fundraising activities.
- Provide a budget for each fundraising activity for the Club Treasurer and Club Committee to consider
- Liaise with Club Executive on priorities for any fundraising activities
- Identify potential fundraising activities and provide submission to Club Executive to consider.
- Submit regular reports to the Club Executive Committee as required
- Adhere to the Club's constitution
- Ensure compliance and legislative obligations are met surrounding any fundraising activities
- Ensure all safety obligations are met in terms of any fundraising

Time Commitment: 4 hours per week or as requested

