



## FUNDRAISING COORDINATOR JOB DESCRIPTION

All Executive and General Committee members are responsible for acting in a manner which brings credit to the club and abides by all club, association, local district and WAFC policies.

### Objective

- To provide support to the Executive and Committee members to ensure the efficient operation of club fundraising activities;
- To maximise revenue through the conduct of approved fundraisers through the course of the year.

### Responsibilities

- Prepare a report detailing all fundraising activities for consideration by the Committee at the commencement of the season;
- Ensure all fundraising activities are conducted ethically and responsibly;
- Arrange all tickets and prizes for all approved fundraising;
- Coordinate the selling of raffle tickets through either rostered personnel or others as required;
- Arrange necessary permits where required for major fundraising;
- Ensure all fundraising activities and raffles are conducted as planned through the season.

### Relationships

- Reports to the President & Club Secretary;
- Liaises with the Club Committee;
- Liaises with players and others rostered to undertake fundraising activities.

### Accountability

- The Fundraising Coordinator is accountable to the President and the General Committee;
- Provide a report on portfolio operations to the monthly Committee meeting as required;
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.

Date:	Item:
12 Jan. 2019	Drafted
12 February 2019	Adopted by Committee
February 2020	For Review