**INTRODUCTION**

The Fundraising Coordinator is responsible for coordinating general fundraising activities through a variety of sources and approaches.

**WOULD SUIT SOMEONE WHO**

* Is good at networking with people both within and external to the club
* Loves the concept of raising money
* Operates under sound financial principles

**RESPONSIBILITIES**

* In conjunction with the Treasurer, develop a yearly fundraising plan prior to the season beginning
* Meet targets as set by the annual club budget
* Ensure one large scale annual fundraising event is run
* Obtain prizes where required
* Get all purchases cleared by the committee prior to purchase
* Ensure all monies are clearly recorded, receipts issued and change is counted by a second member of the committee
* Ensure all monies are banked in accordance with club policy as soon as possible
* Where required, liaise with Team Managers, Social Coordinator or Secretary in the organisation and distribution of information regarding fundraising initiatives
* Clearly demonstrate the benefits of assisting with fundraising to club members to ensure all members are involved in the process

**KEY RELATIONSHIPS**

* **Reportable To: Social Coordinator**
* Social Committee
* Club Members
* AFLQ Club Coordinator

**TIME COMMITMENT REQUIRED**

* Work will be largely focused during the football season, approximately 2 hours per week, less if you can engage club members to assist
* Attendance at the monthly committee meeting is recommended. Meetings will last no more than 2 hours

**TRAINING/EXPERIENCE REQUIRED**

* Experience in a business environment is preferred, but not compulsory