



FUNDRAISER/SPONSORSHIP

RESPONSIBILITIES:

- **OF ROLE:** To be directly responsible for sponsorship and fundraising opportunities for the club, its activities and events.
- **TO:** Main Committee
- **FOR:** Other volunteer fundraisers

DUTIES:

- Organise fundraising functions and activities for the club
- Ensure all materials required for fundraising are ordered and available
- Supervise the collection of all monies raised and arrange payment to the Treasurer
- Identify all available sponsorship opportunities and methods of accessing funding through partner agencies
- Prepare submissions and all supporting material and present proposals to interested parties
- Ensure that all commitments are provided according to the terms of the respective sponsorship agreement
- Maintain accurate records of all sponsorship, fundraising and donations received
- If necessary, form a Sponsorship and Fundraising Sub-Committee

IDEAL/KEY SKILLS FOR ROLE:

- Confident and effective communicator
- Creative and innovative
- Enthusiastic and a good motivator
- Financial or marketing background (not essential)

TIME COMMITMENT:

- Approximately 2 hours per week

CLUB NOTES: