

Corryong Football Netball Club Inc.

Human Resource Management – General Committee



Position Title

Fundraising General Committee Representative

Position Reports Directly To

The Fundraising General Committee Representative is directly responsible to the Executive committee and members of the Corryong Football Netball Club.

☒ Volunteer ☐ Permanent ☐ Part-time ☐ Casual ☐ Contract

Position Description (what the position involves)

Fundraising General Committee Representative is the co-ordinator of all Club fundraisers throughout the season and finds appropriate players and supporters throughout the season to help facilitate fundraisers.

He/She forms part of the General committee and attends monthly meetings, reporting on current fundraising happenings and planned fundraisers.

There are many different fundraisers our Club takes part in which the Fundraising General Committee Representative may find people to manage. Refer to 'Key Responsibilities and Duties' below, but ideas are not limited by this list.

Key Responsibilities and Duties

Grants Officer;

- Responsible for sourcing of potential grants, preparation and lodgement of grant applications on behalf of the Club (in collaboration with Club **Secretary 1-Internal Club**).
- Actively seek grants (and possible external funding opportunities) to assist the Club achieve its goals and priority projects.
- Ensure that any conditions of grants are being met by the Club (in collaboration with Club **Secretary 1-Internal Club**)
- Ensure that any and all grant acquittals are completed in a timely manner by the Club.
- Present updates of funding sought and progress to the monthly general meetings via the Fundraising delegate.
- Keep a proper record of all grants applied for and give a copy to **Secretary 1-Internal Club**.

Lucky Duck/Duck Drop co-ordinator;

- Organise the prizes selection of prizes (preferably sponsors) to the value of \$2500.
- Ensure the rules of home game Lucky Duck and Duck Drop are displayed (around Club room, via email, on Facebook.)
- Organise and delegate the sales of 'Ducks'.
- Keep a record of all 'Duck' sales.
- Keep a record of home game winners of 'Lucky Ducks'.
- Ensure sold 'Duck' money is given to Club **Treasurer** for banking..
- Produce a final report after the 'Duck Drop' at end of season.
- Liaise with the **Fundraising General Committee Representative** so they can report 'developments' at monthly General Committee meetings

Raffles;

- Organising the Home Game gate raffle (7 for season 2015).
- Organising application (Towong Shire) and roster for Street Raffles.
- Organising or delegating raffles 'after the game' on Home Games.
- Organising or delegating any other major raffles for the Club.
- Organising raffles at social functions.

- Organising the printing and distribution of raffles tickets, and too keep a record of all those who have been given ticket books and making sure both sold and unsold tickets are returned to Club.
- Promote raffles in Home Game Gate Critic, on posters, via email and Facebook.
- All money earned by Club to be given to Club **Treasurer** for banking with a description of raffle.
- Liaise with the **Fundraising General Committee Representative** so they can report raffle 'developments' at monthly General Committee meetings.

Man From Snowy River Festival;

- Apply for tender and if successful oversee and delegate that 'tender' is organised by ensuring volunteers are sourced. Submit a final report to MFSRF.
- Co-ordinate the assembling and dismantling of the Marquee by organising volunteers to assist.
- Liaise with the Club **Treasurer** that an invoice is sent to the MFSRF Officer for each Marquee job.

Wood sale;

- Organise volunteers to assist with wood chops.
- Promote date, time and place of wood chop.
- Keep a record of all trailer loads of wood sold.
- Liaise with the Club **Treasure** that invoices are sent to wood purchasers.
- Liaise with the **Fundraising General Committee Representative** so they can report sales at monthly General Committee meetings.

Specialist Skills and Knowledge Required

- Can communicate effectively.
- Can delegate fundraisers to Club players and supporters.
- Is well organised and can delegate tasks when needed.
- Can work with other members to ensure fundraiser are run successfully.
- Give monthly reports at committee meetings.
- Keep a record of income and expenditure working with the **Treasurer**.
- Be prepared to adhere to Administrators Code of Behaviour.