

# **Waratah Netball Club**

## **Fundraising Convenor Duties**

1<sup>st</sup> August 2017

Ver 1.0

### **Intro**

The Fundraising Convenor is a Non-Executive member of the Club Management Committee, and is responsible for coordinating the fundraising events undertaken by the Club.

As a Committee member, the Fundraising Convenor must be aware of the Club Constitution and policies and perform their duties within that framework.

### **Fundraising Convenor's Tasks:**

- Liaise with the Treasurer to prepare an annual budget for fundraising events;
- Liaise with the Social Convenor to plan and prepare fundraising events;
- Facilitate the collection of monies for fundraising events, and receipt and deposit in accordance with the guidelines established by the Treasurer;
- Seek Committee approval for event expenditure;
- Facilitate the smooth running of those events;
- Assist the Social Convenor with the organisation of event based fundraising activities (eg Trivia Night)
- Attend Club Management Committee meetings

### **Review of this Duty Statement**

The Fundraising Convenor is to review this Duty Statement annually, or on appointment to the position.