



## **FUNDRAISING EVENT COORDINATOR Role Descriptor**

### **PURPOSE**

To coordinate fundraising events for members and provide a central point for the Club to develop innovative opportunities of raising funds through fundraising events.

### **MAIN FUNCTIONS AND DUTIES**

#### **1. Promotion**

- To coordinate fundraising events within the Club
- To promote the importance of fundraising activities within the Club
- To liaise with the Publicity Officer to promote upcoming events and publicise successful events
- Plan an annual calendar of events
- Utilise TeamUnify / Social Media, print and distribute flyers, posters, leaflets as required
- To act as an ambassador of the Club
- Establish, maintain and develop relationships with partners as required

#### **2. Financial planning and budgeting**

- Liaise with the Treasurer to report anticipated receipts from fundraising events to allow the Treasurer to budget appropriately
- Plan a calendar of events to adhere to Club's Development Plan to be approved by the Management Committee
- Report receipts throughout the year from fundraising events
- Ensure everyone handling money keeps proper records and documentation
- Ensure funds raised are utilised for the designated purpose

#### **3. Communication and correspondence**

- Be the first point of contact for fundraising event enquiries
- Attend committee meetings and report on fundraising activities to Management Committee and as required to key Club Officers

#### **4. Fundraising & Social Events**

- To coordinate fundraising events incl. obtaining licenses, booking facilities as required
- Establish Fundraising Committee from Members, as required, to plan and organise fundraising events
- Arrange banking of all cash from the events and provide the Club Treasurer with details of income received and expenses paid
- Provide Club Treasurer any invoices requiring payment



## **PERTH CITY SWIM CLUB**

### **SKILLS / ATTRIBUTES**

- Good organisation and communication skills
- Reliable & trustworthy
- Approachable & friendly
- Team player
- Passion & enthusiasm

### **REQUIREMENTS**

- To report to Club Treasurer on income received and expenditure of events
- To ensure accurate records are kept
- To report to Club Committee on activities as appropriate
- Be a member of Scottish Swimming
- Sign and adhere to the Club's Volunteer Code of Conduct

### **TRAINING AND SUPPORT**

- Support of the Club Committee
- Attend Child Wellbeing & Protection in Sport course (renewable every 3 years)