


NPSC Executive Committee – Club Fund Raising Team Manager

Reports To:	Executive Committee
Job Inductor:	Michael O'Callaghan
Purpose of Role:	Be part of a team of four or more people and organise fund raising activities for the Club
Key Tasks and Responsibilities:	 <ul style="list-style-type: none"> ▪ Undertake activities that are consistent with that values of the club including a family orientated approach ▪ Before or near the start of the season, plan the fund raising activities for the year and, where applicable, advise the Club Rostering Manager of the number of volunteers needed and a tentative date. ▪ For each fund raising activity idea, do a best estimate of the cash to be received, costs and volunteer hours needed and calculate the dollars raised for each volunteer hour. As a guide, \$25 per hour is good ▪ Ensure venues are booked well in advance and BBQ fundraising businesses have allocated dates etc. If necessary, check calendar of other major events in Sunraysia ▪ Some fund raising ideas include Bunnings BBQ, selling Club Merchandise, selling items that people want, raffle, club photos / posters, garage sale and / or auction, sultana drive etc ▪ As applicable, ensure event is promoted on website (Club Web Manager) and in the club newsletter or general media (Publicity and Community Officer) ▪ Always aim to promote the purpose of the fund raising activity i.e where the money will be spent eg club rooms ▪ Ensure all rostered members are reminded within 72 hours of the activity – do this through the Club Rostering Manager ▪ Be safety conscious, identify actual and potential risks and act accordingly ▪ Have fun
Experience and / or Qualifications:	<ul style="list-style-type: none"> ▪ Some experience in holding a fund raising activity would be helpful.
Desirable Personal Qualities:	<ul style="list-style-type: none"> ▪ Great club person with good organisation and communications skill.. ▪ Originality for some fund raising ideas
Timing:	
Approx hours pw	1 to 2
Frequency of work	Committee meetings only when required/desired.
Length of commitment	One year elected at AGM