



EVENTS AND FUNDRAISING COORDINATOR

Goal Statement:

The Events and Fundraising Coordinator oversees the social events and fundraising opportunities to ensure the profitability of the Club.

Objectives:

- Oversee all events and fundraising related activities within the Club
- Provide support to the President of the Club
- Provide support to the Executive and Committee members to ensure the efficient operation of the Club

Responsibilities:

- Develop, plan and implement an inclusive social calendar that provides a broad range of entertainment, including but not limited to past players/sponsors day
- Develop, plan and implement a fundraising calendar to generate income for the Club
- Appoint and conduct regular meetings with a Social Committee and delegate tasks accordingly
- Develop and monitor a financial budget for the Club for all events and fundraising activities in collaboration with the President and Treasurer
- Recruit players and general members to assist in the running of functions
- Develop and maintain an up to date database of money collected in collaboration with the Treasurer
- Uphold and actively promote club values throughout the Club as a whole
- Provide a report on portfolio operations at the monthly General Committee meetings
- Undertake tasks at the request of the President, Executive or General Committee with Executive, Committee, Senior and Junior Teams of the Club
- Be committed to and identify any opportunities to further grow the DCWFC and its members into the future
- Report on activities of the portfolio to the membership at the Annual General Meeting
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action
- Provide feedback to the Committee at the end of season on improvement opportunities

Relationships:

- This position will liaise with associated stakeholders, including but not limited to BCNA, Entertainment books, Toyota Good for Footy and local function venues to ensure the smooth running of events
- This position will liaise with and have regular communication with coaches, football operations, managers, Committee members, general members, parents, players and volunteers

Qualifications:

- Working With Children's Check

Accountability:

- The Events and Fundraising Coordinator is accountable to the Club President, Treasurer and General Committee

Committee Member Name: _____

Committee Member Signature: _____ **Date:** _____