

DUDLEY - REDHEAD J.R.L.F.C.

The Mighty Magpies



FUNDRAISING/SOCIAL OFFICER JOB DESCRIPTION

Responsibilities:

The Fundraising/Social Officer is primarily responsible for co-ordinating and organising social activities, with the aim of creating a friendly atmosphere, in order to maintain involvement and attract new members, and to generate funds for the club

Duties:

- If necessary, form a fundraising sub-committee.
- Develop a fundraising strategy for the club.
- Set fundraising goals for the club.
- Organise fundraising activities and social functions, such as trivia night, bowls days & raffles for the club.
- Supervise volunteers working on the fundraising sub-committee.
- Prepare rosters for volunteers assisting with fundraising activities.
- Ensure all materials required for fundraising are ordered and available.
- Supervise the collection of all monies raised and arrange payment to the Treasurer.
- At the end of each function or activity, reconcile all funds raised with Treasurer.
- Maintain appropriate fundraising records as required by the Treasurer.
- Maintain accurate records of all fundraising and donations received.
- Arrange all necessary permits, registrations and approvals for fundraising activities as required.