



Role Description – Fundraising/Events Coordinator

The Fundraising/Events Coordinator is the chief organiser of Fundraising/Events arrangements for all sections of the Mooroolbark Flashes Basketball Club.

The Fundraising/Events Coordinator reports regularly to the Committee.

The Fundraising/Events Coordinator is elected by club members at the Annual General Meeting (AGM) and is appointed for 1 calendar year from the date of the AGM to the next AGM.

The estimated time commitment required is approximately 4 hours per week. This time commitment will vary during key times of the year.

This is a volunteer position.

Desirable Attributes:

The Fundraising/Events Coordinator should:

- be organised and professional
- be able to delegate and support a working group
- be personable and can represent the club and the virtues of being a Fundraising/Events Coordinator
- be creative in looking at new ways to service and satisfy the club's needs.

Specific duties include but are not limited to:

The Fundraising/Events Coordinator should:

- Plan and Coordinate at least two social/fundraising events per year
- Convene a group to assist with key tasks and timelines
- Review the current Fundraising and Events and be familiar with what the club promises to sponsors and members
- Prepare a budget, monitor it carefully and report on it regularly
- Seek to raise at least a year in fundraising for the club
- Keep a proper record of Fundraising/Events details
- Maintain a Memorandum of Understanding with each club event
- Liaise with the social committee regarding sponsor invitations and special function calendars

- Give a report at regular meetings and when required
- Liaise with the Sponsorship Coordinator to ensure social events support our sponsors and, where appropriate, raise money for the club
- Send out a thank you letter at the completion of events and a survey to support planning for the following year.