

**FUNDRAISING/**

**SOCIAL CO-ORDINATOR**

**ROLE DESCRIPTION**

**Objectives**

* To establish some social events for the season and end of season

to provide a range of appropriate entertainment for all Club

members and to enhance the appeal of the Club to the wider

community.

* To provide support to the Club Committee members to ensure the

 efficient operation of the Club

FUNDRAISING/SOCIAL CO-ORDINATOR

ROLE DESCRIPTION

**Responsibilities**

* Ensure that all social events held are at least cost neutral to the

Club

* Assist with the Co-ordination of Family Day at the start of the

season

* Assist with the Co-ordination of the End of Season Trophy Day
* Assist with the development of a Yearly Photo Book
* Liaise with different groups for Fundraising
* Assist other Committee members in their duties as required
* Undertake tasks at the request of the President & Club Committee

**Accountability**

* Reports to President
* Reports to the Club Committee
* Liaises with all relevant committee members and any person

responsible for running any social event under the Club umbrella

* Liaises with official Club suppliers & other key stakeholders
* Provide a verbal update at the monthly Committee meeting
* Seek approval from the appropriate Committee member prior to

committing the Club to any action or financial cost