



# Role Profile: Fundraising Coordinator

<b>Reports To:</b>	Marketing Director	<b>Director Reports:</b>	▪ NIL
<b>WWC Card:</b>	Yes		
<b>Financial Delegation:</b>	No		
<b>Club Email Account:</b>	fundraising@cbslsc.com.au		
<b>Purpose:</b>			
<ul style="list-style-type: none"> <li>▪ To ensure fundraising initiatives are approved, monies spent and collected in orderly fashion and minimise conflicts of effort and dates.</li> </ul>			
<b>Responsibilities:</b>			
<ul style="list-style-type: none"> <li>▪ Promote the completion of fundraising forms and adherence to procedures.</li> <li>▪ Liaise with club leadership group to ensure no conflicts of effort or dates.</li> <li>▪ Report any conflicts or issues to Marketing Director.</li> </ul>			
<b>Tasks and Objectives:</b>			
<ul style="list-style-type: none"> <li>▪ Liaise with all club leadership group to foster adherence to procedures.</li> <li>▪ Inform Finance Director of any accounting issues.</li> <li>▪ Assist member initiatives who have found raising ideas.</li> <li>▪ Key objective is to make fundraising an enjoyable and successful activity within the club.</li> </ul>			
<b>Code of Conduct:</b>			
<ul style="list-style-type: none"> <li>▪ Operate within the rules of SLSA.</li> <li>▪ Be professional in all actions. Language, presentation, manner and punctuality should reflect high standards.</li> <li>▪ Resolve conflicts fairly and promptly through established procedures.</li> <li>▪ Maintain strict impartiality.</li> <li>▪ Maintain a safe environment for others.</li> <li>▪ Show concern and caution towards others.</li> <li>▪ Be a positive role model.</li> </ul>			
<b>Skills and Knowledge:</b>			
<ul style="list-style-type: none"> <li>▪ Excellent communication skills.</li> <li>▪ Encourage initiatives in others.</li> <li>▪ Knowledge of club office bearers and their responsibilities.</li> </ul>			