



Volunteer Role Description: ASRC Fundraising Co-ordinator

(Voting Role x 1)

Purpose

As a member of the committee this role is primarily focused on helping to raise funds for additional events or equipment at the club as required. Involves keeping track of available funds, upcoming needs and leading on fundraising campaigns to contribute to these required funds.

Core Responsibilities:

- Attend at least 6 of the monthly committee meetings per year.
- Keep up to date with Awards Evening plans, costings and required inputs.
- Communicating with the members about opportunities to contribute and assist with fundraising, eg. club raffles.
- Generating donations to the club raffles from external supplies.
- Running club raffles and other fundraising initiatives.

General Responsibilities:

- Take responsibility for personal conflicts of interest, declare, record and manage these appropriately.
- Arrange handover or succession plan for the position.

Primarily liaise with:

- Chair
- Club Secretary
- Treasurer
- Social Secretary