



# VOLUNTEER POSITION DESCRIPTIONS

## SPONSORSHIP / FUNDRAISING OFFICER

### **Responsibilities**

The Sponsorship & Fundraising Officer is primarily responsible for all revenue generation for the Club.

### **Duties**

- » Form a sponsorship and fundraising sub-committee (if necessary)
- » Set fundraising goals for the club
- » Develop a fundraising program / strategy for the club
- » Develop and implement a sponsorship servicing program that provides value for the club's sponsors
- » Identify all available sponsorship opportunities
- » Prepare submissions and all supporting material and ensure all materials required for fundraising are ordered and available
- » Arrange all necessary permits, registrations and approvals for fundraising activities as required
- » Present proposals to interested parties
- » Organise fundraising activities and functions for the club
- » Prepare rosters and supervise volunteers assisting with fundraising activities
- » 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
- » Ensure that all commitments are provided according to the terms of the respective sponsorship agreements
- » Maintain accurate records of all sponsorship, fundraising and donations received