



**Job Title - Fundraiser Convenor**

**Responsible to - Executive Committee**

**Purpose - Organise fundraising events/activities to help raise Club funds.**

**Duties and Responsibilities**

- Abide by and promote all Club policies.
- Identify/develop new fundraising activities.
- Plan annual calendar of fundraising social events.
- Identify where funding is required to the Treasurer.
- Identify and seek potential funding grants/support.
- Support and organise Club fundraising events/activities.
- Manage volunteers to assist with the role.
- Liaise with Treasurer with regard to any financial implications and monies collected.
- Attend Committee Club meetings and AGM and give a report as required.
- Ensure approved gifts are distributed as appropriate.
- Attend fundraising events.

NB this is not an exhaustive list and be adapted by the Club.