

**MOUNTAIN CREEK NETBALL CLUB
FUNDRAISING OFFICER**

Position type:	Voluntary
Reports to:	Club Committee
Commencement date:	November 2013

GENERAL DESCRIPTION & ROLES AND RESPONSIBILITIES

- Chair the fundraising sub-committee (if one is formed)
- Raise money as directed by the Committee, this could involve raffles, goal a thon, BBQs, and Blue light discos etc
- Ensure all applications for fundraising are ratified through the Committee
- Ensure all funds are receipted and accounted for through the Treasurer
- Report to Committee meeting as required

ADDITIONAL INFORMATION

Qualifications and Education Requirements (if any)

Hold a current blue card or be able to obtain one within a reasonable time of accepting the position

Preferred Skills

- Strengths in written and oral communication
- Strengths in organisation and record-keeping
- Ability to create/source and implement organisation's administration and management requirements
- IT competency – familiar with basic operating systems, Microsoft Office, internet and email
- Where necessary, has appropriate training, accreditation or qualifications to ensure their responsibilities are carried out within the organisation
- To acknowledge the requirement for separation of personal interest and club matters, and act in the best interest of the club at all times whilst in the assigned role