



BBFC
Brindabella Blues Football Club

**DUTY
STATEMENTS**

Date: 27/01/09

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AUDIENCE

All financial members and the general public.

This statement contains important information about the responsibilities of position holders.

Fundraising Coordinator

12.1 Subject	Club statement on the responsibilities and duties of the position of Fundraising Coordinator.
12.2 Purpose	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
12.3 Principle	At the Brindabella Blues Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
12.4 Duties	<p>The Fundraising Coordinator's responsibilities include:</p> <ul style="list-style-type: none"> a) implementing the fundraising activities policy as determined by the Management Committee. b) liaising with the Registrar to obtain lists of families that have not paid the fundraising levy. c) ordering chocolates or other fundraising merchandise through the approved supplier. d) distributing and managing logistics involved as per the Fundraising Activities policy. e) organising dates and time allocations for annual team photos. This includes coordinating and managing team and individual player photographs with the approved photography company. f) coordinating and managing club raffles approved by the Management Committee. g) coordinating and managing other fundraising activities as approved by the Management committee. h) providing reports to the Management Committee on matters relating to fundraising activities. i) attending club meetings as so required or directed by the Management Committee.
12.5 Reference Codes	<p>1 = Doc No: OP8 – Fundraising Activities / Clause 8.1 – 8.10 2 = Doc No: FP4 – Business Operations / Clause 4.5 – 4.6</p>