



JOB DESCRIPTION

Club Fundraising and Sponsorship Coordinator

The Fundraising and Sponsorship Coordinator is the chief organiser of fundraising and sponsorship arrangements for QUT Hockey Club Inc.

The Fundraising and Sponsorship Coordinator sits on and reports regularly to the Management Committee*.

The Fundraising and Sponsorship Coordinator is elected by club members at the Annual General Meeting (AGM) and is appointed for approximately 1 calendar year from the date of the AGM to the next AGM.

The estimated time commitment required is approximately 4 hours per week. This time commitment will vary during key areas of the season.

This is a volunteer position. The club will provide a \$25 discount on fees (but not if the officeholder has already received \$25 discount for early payment) and will pay for the officeholder to attend the BHA/BWHA end of year dinner or similar (approx \$65).

Responsibilities and Duties

The Fundraising and Sponsorship Coordinator and Assistant should:

- Prepare a budget, monitor it carefully and report on it regularly.
- Seek to raise at least \$10,000 a year in extra funds for the club.
- Keep a proper record of sponsor details.
- Seek club sponsors.
- Maintain a Memorandum of Understanding with each club sponsor.
- Apply for grants (council, gaming, local government, state government, federal government, companies).
- Give a report at regular meetings and when required.
- Liaise with the Club Social Convenor to ensure social events support our sponsors and, where appropriate, raise money for the club.
- Ensure sponsor details are advertised on the club website.
- Where applicable, have sponsor's logos on uniforms.
- Liaise with the Club Treasurer for payments in by club members for fundraising initiatives, to check invoice details for fundraising costs and to get invoices for sponsorship if necessary.
- Alert Management Committee members of any out of the ordinary costs incurred throughout the season.
- Organise personal fundraising opportunities for club members on request (currently limited to selling chocolates and umpiring).
- Ensure the club complies with legislative requirements in relation to fundraising.

Knowledge and Skills Required

Ideally the Fundraising and Sponsorship Coordinator is:

- Well organised
- Innovative and dynamic
- A good communicator
- Able to allocate regular time periods
- Able to keep good records

* The Management Committee consists of: Club President, Club Vice-President, Club Secretary, Club Treasurer, General Manager (non-voting), Men's Coordinator, Men's Assistant Coordinator, Women's Coordinator, Women's Assistant Coordinator, Fundraising/Sponsorship Coordinator, Social Convenor