CLUB LOGO / NAME



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| **ROLE TITLE:**  | Fundraiser Co-ordinator (may be joint position with Social Convenor) |
| **RESPONSIBLE TO:**  | The Club General Committee  |
| **SKILLS REQUIRED:**  | **• Enthusiastic*** **Organised**
* **Good Communication skills**
* **Event management skills**
* **Budgeting skills**
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**MAIN DUTIES:**

1. Coordinate club fundraising events
2. Report back to the club committee on fundraising matters
3. Chair fundraising meetings
4. Collect all funds raised at events and pass onto the treasurer.
5. If unable to attend any committee meeting, a written report should be sent to the meeting and the Vice Chairman briefed on the Agenda
6. Link closely with the social convenor and link events where possible.

**TIME COMMITMENT:** ………………………………………………………………………………………

**SIGNATURES: Fundraising Co-ordinator** ……………………………………………………..

**Date** …………………………………………………………………...

**President** ……………………………………………..…………

**Date** …………………………………………………………………...