



NEWTON JAGUARS NETBALL CLUB

POSITION DESCRIPTION – Fundraising and Events-Coordinator

ORGANISATION:	Newton Jaguars Netball Club
POSITION TITLE:	Fundraising and Events Co-ordinator
POSITION TYPE:	Volunteer
RESPONSIBLE TO:	Club President, Club Committee, Vice president - Operations
TERM OF OFFICE:	1 year / 2 year
TIME COMMITMENT:	Hours per week as negotiated

POSITION REQUIREMENTS

PURPOSE:

To lead a group of enthusiastic and innovative people whose task is to generate funds for the club. Document and plan Events that the club will participate in from time to time

KNOWLEDGE / SKILLS:

- Excellent communication skills, both written and Verbal
- Good people skills and interest in all aspects of NJNC
- Good time management and planning skills
- Ability to lead and communicate people to achieve fundraising goals
- Able to promote and work in a team environment with the Committee and other contributors
- Maintain confidentiality on relevant NJNC matters
- IT competency – familiar with basic operating systems, Microsoft office, Publishing software and social media platforms. Regular access to Computer and Phone.

RESPONSIBILITIES AND DUTIES

- Develop and promote an active “BELIEVE IT – ACHIEVE IT” culture in NJNC
- To recruit a group of people who are organised, innovative and willing to make a commitment to Fundraising and Events throughout the year.
- To create a meeting Calendar on a monthly basis or more frequently if required and present to the Club committee for approval. If specific dates etc cannot be finalised at this time a date and should be nominated at this time.
- Final dates etc should be nominated as early as possible, at least 12 weeks prior to the activity
- To organise in addition NJNC Events that are conducted from time to time
- All people on the committee are not necessarily involved in all Fundraising and Events, sub groups within the whole committee can be nominated to work on individual events.
- The Co-ordinator can co-opt people to assist with various functions where they are willing and can best use their skills.
- Ensure the timetable is effective and not overcrowded, some events may attract different sections of the club and that needs to be recognised.
- To actively promote Fundraising and Events liaise with the Communication Co-ordinator utilising Newsletters, Posters, Facebook Emails and website



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RESPONSIBILITIES AND DUTIES CONTINUED:

- Ensure all members players and officials are actively encouraged to support Fundraising and events including Sponsors
- Fundraising activities can be various for example, Raffle, Chocolates, Bunnings BBQ, Movie night, Cocktail Party, Quiz night, Midyear Dinner, Wine sales etc.
- Events functions will be designated by NJNC and include Senior Presentation Dinner, Junior Presentation Day and other events as nominated and approved.
- Ensure mini budgets are presented to the committee for approval
- Evaluate each fundraising activity after the event to assess results.
- Ensure risk around all events requiring financial investment is minimised by the committee
- Liaise with Club Secretary to ensure any approvals or licences are in place for events if required.
- All members of Sub-committee should actively promote activities through all avenues to ensure success.
- Ensure there is a time plan including ticket sales for each event and the scheduled targets are met

ADDITIONAL INFORMATION

REQUIRED CHECKS:

- Working with Children Check
- DSI check

THE OPPORTUNITY TO:

- Work as part of a team of people dedicated to the growth and development of netballers, coaches and officials of NJNC
- Have an active input into the goals and objectives of the NJNC
- To provide skills in a positive, engaging and challenging way
- Be an active contributor to providing a safe, caring and positive environment for young people being involved in the NJNC
- Be part of a group of people dedicated to the development and longevity of the NJNC
- To contribute to NJNC's fundraising goals to enable development and other goals to be achieved

REIMBURSEMENT OF OUT OF POCKET EXPENSES:

- Subject to advanced authorization and presentation of receipts

FOR FURTHER INFORMATION REGARDING THIS POSITION PLEASE CONTACT THE PRESIDENT OR SECRETARY OF THE NEWTON JAGUARS NETBALL CLUB ON THE WEBSITE