

Waratah Hockey Club



FUNDRAISING & SOCIAL COORDINATOR

ROLE STATEMENT

The Fundraising & Social Coordinator assists the Committee to fulfil club administrative functions and is the primary contact for matters pertaining to social and fundraising activities of the club. The Fundraising & Social Coordinator plans and organises fundraising and social activities for the club with the active support of all committee members.

KEY DUTIES

- Research potential social and fundraising opportunities and prepare a social/fundraising plan for the year (e.g. Bunnings/other BBQ, quiz nights, Deckchair Cinema, raffles, golf, bowls etc.).
- With the support of other committee members, lead the organisation of all club social/fundraising activities, including the allocated DHL Junior BBQ events. This includes but is not limited to:
 - Booking of events/venue
 - Catering
 - Equipment requirements
 - Coordination of volunteers
 - Securing prizes or sponsorships
 - Ticket sales
 - Promotions (in collaboration with the Communications Officer)
 - Manage float and cash sales
- Actively participate in committee meetings and other agreed decision-making processes (such as email and group chats).
- Ensure action items and resolutions of the committee are carried out.
- Ensure club policies and code of conduct are adhered to by members and self.
- Support the recruitment and development of senior and junior players of the club.
- Fulfil such other duties as the committee may request.