

# Fundraising Secretary

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## **Who will I be responsible to?**

The Club Committee through the Treasurer

## **What is my role?**

The main purpose of this role is to lead a team whose main task is to generate funds for the club. You will organise projects to enable you to do this (e.g. the 100 club), to look for sponsorship opportunities and work with the social secretary to ascertain what opportunities are available at functions and events (e.g. draw tickets, calendar etc.)

## **What else can you tell me about the role?**

As the fund-raising secretary it is essential to have good organisational skills, be innovative, enthusiastic and prepared to make a regular time commitment.

It would be useful if you have experiencing of applying for and securing grants from local or national agencies.

## **Training needed**

It is advisable for you to attend Running Sports 'Funding for your Club'.

## **How much time will I need to give to the role?**

Approximately 4 hours each month

## **What Tasks are involved?**

1. Coordinate the submission of match reports to local press and publication on Club website
2. Apply for grants / sponsorship or other forms of financial assistance from organisations such as Sport England, Local Authorities or commercial companies
3. To co-ordinate fund-raising events, possibly two major events per year
4. To ensure events / activities are properly organised and where necessary licensed with local authorities /customs and excise etc
5. To promote fund-raising activities in press
6. To ensure that funds are properly accounted for and information is passed on to the Treasurer
7. Sale of lottery style draws or raffles on a regular basis
8. Present end of year report at the AGM