



POSITION DESCRIPTION

BELEURA JUNIOR FOOTBALL CLUB INC.

Date: JANUARY 2015

Title: Fund Raising Co-ordinator

Accountability: Executive & General Committee

Description:

- To ensure the smooth operation of social functions that will ensure the club's immediate and long term 'off field' success.

Responsibilities:

- Organise a social committee consisting of players, wives, girlfriends, and parents.
- Organise, prepare, package and sell **player** based social events such as:
 - Disco's
 - Presentation Day
 - Theme nights
 - Club Dinners
- Organise, prepare, package and sell **non-player** based social events such as:
 - Ladies' Day
 - Themed Nights
 - Auction Nights
- Create and participate in creating forward planning strategies for the 'off field' development of the club.
- Aid in maintaining fund raising information on the club's website.
- Provide regular reporting at General Committee Meetings

Key Criteria:

- Ensure a high level of function satisfaction.
- Ensure that all guests' information is received by the club and they are kept informed with happenings at the club.
- Ensure that all events are run professionally and designed to 'sell' the club.
- Financial performance against budget.

Internal/External Relationships:

- All committee personnel
- Players, coaches and ancillary football staff
- Third party providers

Signed: Craig Neil (President)

Date: 14 January 2015