



BALLARAT HARRIERS SOCIAL/FUNDRAISING COORDINATOR

This position is responsible for creating and implementing a cost effective social and fundraising programme for the club, its members and supporters.

In order to enhance relationships and club funds, He/she will:

- Liaise with Committee to plan and co-ordinate the implementation of a programme of social and or fundraising events for the club and its supporters.
- Where necessary create subcommittees to run each event. Work closely with each organising committee to monitor progress.
- Source appropriately skilled volunteers to assist in the organisation/running of an event.
- Ensure a final reconciliation of income and expenditure is produced for each event and pass all profits on to the club
- Motivate members to attend club events.