

Club Fundraising and Events Sub-Committee Member Position Description

The Club Fundraising and Events Sub-Committee Member is responsible for assisting the Club Fundraising and Events Coordinator of the **Greenvale Tennis Club**.

Desirable Attributes

The Fundraising and Events Sub-Committee Member should:

- Be an excellent communicator
- Have strong relationships within the club and be able to work alongside different teams and groups
- Be well organized and time-efficient
- Be able to communicate with others according to tasks assigned by the Fundraising and Events Coordinator
- Enjoy the Club themselves and be enthusiastic about the club and its activities
- Be personable
- Hold or willing to apply for a current volunteer's Working With Children Check or State equivalent

The general responsibilities of the Fundraising and Events Sub-Committee Member is primarily on planning, organising and implementing. They may include, but are not limited to the following responsibilities:

Planning

- Work with the Fundraising and Events Coordinator to accurately follow social activities fundraising budgets
- Attend any sub-committee meetings as assigned by the Fundraising and Events Coordinator
- Assist the Fundraising and Events Coordinator to implement the social activities throughout the year
- Liaise with and support the Fundraising and Events Coordinator and other subcommittee members to ensure the proposed social activities are held in accordance with the schedule

Organising

- Assist the Fundraising and Events Coordinator to develop marketing information for each social activity and promote to club members and/or the community
- Report regularly to the Fundraising and Events Coordinator with regular updates on progress and scheduling of the club activity
- Assist with any necessary tasks assigned by the Fundraising and Events Coordinator in preparation of the social activity

Implementing

- Be available to assist the Fundraising and Events Coordinator and subcommittee members to roster or be rostered on duties relevant to the social activities
- Report any issues for troubleshooting to the Fundraising and Events Coordinator

If at any stage the Fundraising and Events Sub-Committee Member becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club President of the conflict who will immediately inform all other committee members.

The estimated time commitment required as the Social Activities Coordinator is 1-2 hours per week.

