



EVENTS & FUNDRAISING COORDINATOR

Objective: To coordinate the organisation and running of the Club's social and fundraising requirements

Terms: Volunteer, for a minimum of 12 months; role can be shared between 2 people.

Time Commitment: Approximately one hour per week (on average), primarily at the end of calendar year, and 2 – 3 other occasions throughout the year.

Responsibilities include, but not limited to:

- Organising all aspects of the end of season function including, but not limited to, scheduling, venue booking, catering, decorations, promotion etc. as agreed upon by the Committee (Note: the running sheet & trophies to be organised by the President and/or Vice President)
- Scheduling, organisation and running fundraising events throughout the year as agreed upon by the Committee
- Liaising with coaches, Committee members, players and families as needed
- Reporting to Committee on events and fundraising, as required
- Assisting other Committee members when needed.

Requirements / Skill Set:

- Current Working with Children Check (no fee payable)
- Netball Victoria membership (fee to be reimbursed by the Club)
- Availability to attend committee meetings, especially those leading up to scheduled events (usually held every 6 weeks)
- No prior knowledge of or experience within a committee is needed for this role
- Approachable and organised
- Good communication skills (both in on and online)

Key Relationships

- Lakeside Committee members
- Lakeside players and families
- External providers, as required.