

## **Purpose**

To provide a central point for the club to develop innovative opportunities of raising funds for through fundraising, applying for grants and sourcing sponsorship.

## **Main Functions and Duties**

- To promote the importance of fundraising within the club
- To set up a fundraising group
- To organise fundraising events and plan a calendar of events
- To develop sponsorship proposal(s) for the club in relation to the club's development plan
- To write news stories about upcoming fundraising events and successful events
- Maintain relationships with donors, grant agencies and sponsors
- To ensure acquired funds are being used for designated purpose
- To act as an ambassador of the club

## **Skills / Attributes**

- Good organisation and communication skills
- Reliable & trustworthy
- Approachable & friendly
- Team player
- Passion & enthusiasm

## **Requirements**

- To have a knowledge of fundraising and sponsorship
- To liaise with Club Treasurer on income received and costing of events
- To ensure accurate records are kept
- To report to Club Committee on activities
- Be a member of Scottish Swimming
- Sign and adhere to the Club's Volunteer Code of Conduct

## **Training and Support**

- Support of the Club Committee
- Support of fundraising group (once established)
- Child Wellbeing & Protection in Sport (renewable every 3 years)

## **Time Commitment**

- Time commitment can vary dependant on size and nature of club, and number of events attending.

NB This is not an exhaustive list and can be adapted by the club.