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## ROLE DESCRIPTION

<b>ROLE</b>	<b>Fundraising Officer</b>
<b>Purpose</b>	The Fundraising Officer is responsible for coordinating the Club's fundraising activities, including surf lottery, QLD Lifesavers Appeal, raffles and other activities.
<b>Responsible to</b>	President
<b>Responsibilities &amp; Duties</b>	<ul style="list-style-type: none"><li>● Liaise with the Surf Life Saving Foundation to coordinate surf lottery promotions and ticket sales</li><li>● Assist patrol leadership team to coordinate annual QLD Lifesavers Appeal</li><li>● Work with other club officers (eg Media &amp; Promotions Officer) to promote fundraising activities</li><li>● Prepare reports for monthly updates to the Management Committee regarding fundraising activities</li></ul>
<b>Knowledge, Skills &amp; Training Required</b>	<ul style="list-style-type: none"><li>● Strong communication and business relationship skills</li><li>● Good understanding of club culture and operations</li><li>● Ability to organise and delegate tasks</li><li>● Maintain confidentiality on relevant matters</li><li>● Must be a financial member of the Club</li></ul>