

TERMS OF REFERENCE – FUNDRAISING - COMMITTEE

BOM APPROVAL: 3 June, 2022

ROLE:

To identify and implement Fundraising activities to fund new and improve existing equipment and facilities of the Kangaroo Flat Bowls Club.

ELECTION/APPOINTMENT:

The Director of Marketing and Sponsorship will be responsible for the appointment of members to the Fundraising Committee and a Chairperson subject to BOM approval

DUTIES:

- Identify Fundraising activities that may be suitable for KFBC;
- Review identified activities to ensure they are:
 - Capable of providing significant funding
 - Cost effective
 - Low to medium level of effort to implement
 - Administration of ongoing fundraising efforts are minimal,
(Minimum Effort – maximum return)
- Implement Fundraising activities which meet the above criteria
- Inform appropriate Club officials, e.g. Greenkeeper, Bar Manager, Manager Food Services if involved in Fundraising activity;
- Organise the Fundraising activity.
- Keep appropriate financial records

RESPONSIBILITIES:

- Provide reports to the Director as requested;
- Ensure all income is transferred to Director Finance for Banking.
- Advise Director of Finance of expenditure or orders placed.

DELEGATIONS:

Chairperson can Incur expenditure or place orders on fundraising activities in accordance with the KFBC Policy – Delegations of Authority.