



# Gunnedah Preschool

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## Fundraising Team Leader:

### Role:

This role involves raising funds for a need identified by the director and endorsed by the committee.

### Responsibilities:

Key tasks are:

- Identify and write submissions for relevant and appropriate grants on behalf of committee
- Identify relevant and appropriate fundraising opportunities
- Organise with the social secretary and support people to hold appropriate fundraising event
- Chairing meetings involved in fundraising
- Reporting back to the committee after each meeting.
- Supplying a copy of the minutes to the Director within 7 days after the meeting.

### Attributes:

- Be able to complete official forms in a timely manner
- Have an eye for detail
- Be able to conduct yourself in a professional manner
- Ability to be confidential
- Have an understanding of the committee constitution, rules and duties
- Be able to listen to the feedback and views of members and other interested parties.
- Be a person who can develop good relationships internally and externally.
- Be able to work collaboratively with other committee members.