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## Funding Officer

**Responsible to:**

Club Chairperson

**Objective:**

The Funding Officer will develop and coordinate all fundraising activities of the club

**Reports to:**

Club Treasurer

**Internal Relationships:**

Management Committee

Surf Life Saving Northern Region Grants Officer

**External Relationships:**

Stakeholders

Potential Funders

**Key Responsibilities:**

* Develop a Fundraising Plan in conjunction with the Committee/Board
* Assist with preparation of Funding/Sponsorship Applications
* Planning and holding fundraising events
* Receiving fundraising monies on behalf of the club, and delivery of such monies to the treasurer as soon as practicable
* Submitting a written account of all financial matters associated with each fundraising event to the treasurer within two weeks of the event occurring