

Marlborough Youth Football Club

Roles and Responsibilities for

Fund Raiser

**Who will I be responsible to?**

The General Club Committee

**What is the role?**

To raise funds for use by the club for the benefit of the club.

**What sort of tasks are involved?**

Be generally familiar with wider Club Policy and Procedure: (All contained on MYFC website).

1 DBS Application Process for All Volunteers

2 MYFC Player Membership Form

3 MYFC Club Structure, Constitution, Voting Rules

4 Football Ethos/Statement/Working Principles

5 MYFC Created Policies and Guidance

6 FA Codes of Conduct (and Sanctions for Breach), Policies and Guidance

7 MYFC Role Descriptions

Actively investigate available avenues of grants/sponsorship or other forms of financial assistance from organisations such as Sport England/Football Foundation, Local Authorities or

commercial companies e.g. Tesco and Waitrose.

To co-ordinate fund raising events, possibly two major events per year.

To promote fund-raising activities within the club and, where appropriate, outside.

To ensure that funds are properly accounted for and information is passed on to the Treasurer.

**How much time will I need to give to the job?**

After initial set up, ap. 1 hour per week.

This could well rise around the time of fundraising events.

This role is a key function of the General Club Committee and will need attendance at Committee meetings, every 6-8 weeks or so.

**What else can you tell me about the job?**

As the fund raising officer it is essential to have good organisational skills, innovative, enthusiastic and be prepared to make a commitment.

Guidance and advice are available from Wilts FA.

Training courses are available through Effective Football.

Club Administration Programme, ‘Marketing and

Sponsorship’ and Sport England ‘Raising Money’.

Anticipated to work closely with Sponsorship co-ordinator.

The role is voluntary and no experience is required.

This role may possibly evolve to assist MYFC in other ways unforeseen. All functions are essentially new and the exact scope of work is still settling. If tasks are added which are beyond the availability of the appointed Role Holder, please raise with the Chair. There will always be a solution…..

Assistants: Role Holders are encouraged to seek assistants. Partly to share the workload (and therefore increase likelihood of sustainability / job duration), and partly to assist in the event of succession. The Role Holder will be the first point of contact and will organize/co-ordinate the activities of assistants.

**Note:** This role could be combined in part or full with other related roles: **Sponsor Manager**, S**ocial Events Co-ordinator, Community Liaison**. All have separate Role Descriptions available on request chair@myfc.me.uk