



Bendigo Basketball Association Inc.

**Bendigo Roller Braves**

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## **Roller Braves Committee - Position Description – Fundraising Coordinator**

Attends all Roller Braves Committee meetings. These meetings are held on the first Wednesday of each month. In the event the first Wednesday is a public holiday, the meeting date will move to the next available Wednesday.

### **Key areas of work:**

- Responsible for the coordination of the major fundraiser for the season.
  - In previous years this has been a Cadbury chocolate drive.
  - The Fundraising Coordinator has ordered the required amount of chocolates (as determined and discussed during the Roller Braves Committee meetings) and coordinates the distribution of these to all teams.
  - Ensure an up to date list is kept for all items distributed to families
- Responsible for the coordination of any fundraising BBQ's held at Bendigo Stadium.

Responsibilities are listed below, however not limited to:

- Contact organisations regarding the purchase/donation of supplies (bacon, eggs, gas, etc)
  - Purchase condiments/additional supplies (napkins, sauce, disposable gloves, etc)
  - Arrange rosters of families for assistance throughout BBQ/s
  - Confirm families will be in attendance closer to the event/s
  - Responsible for the running of the BBQ/s
- Assist with Roller Braves selection trials
  - Assist with Induction day for Roller Braves