**Purpose of the position:**

To coordinate, organise and manage a variety of fundraising activities during the year at Evesham Rd Kindergarten, with the assistance of a subcommittee. This will ensure additional funds are available for Maintenance and other additional requirements.

**Commitment:**

* Be familiar with the Evesham Road Kindergarten Constitution and Philosophy
* To complete all Legal and mandatory documents including but not limited to Police Check, WWC, PA02
* Adhere to and sign a Code of Conduct.
* Adhere to and sign a Child Safety Code of Conduct and attend any training required.
* To prepare comprehensive process notes to hand over to the next Committee regarding any current

and relevant information

* Act in the best financial interest of Evesham Road Kindergarten

**Skills:**

* Excellent organisational skills
* Ability to work well in a team
* Excellent communication skills
* Computer skills and record keeping skills
* Enthusiasm
* Creative and willing to engage in a “outside the box” approach.

**Key Tasks:**

* To coordinate, organise and manage a variety of fundraising activities during the year at Evesham Rd Kindergarten
* Ensure activities undertaken are inclusive and promote and embrace cultural events.
* To be assisted and supported by the Fundraising Sub-Committee
* To attend separate fundraising meetings where necessary
* To assist research, plan and organise fundraising activities
* To attend the monthly Committee meetings and update Committee on current activities
* To coordinate the ordering and purchasing of supplies for fundraising activities
* To provide Term based brochures for kinder families informing them about planned fundraising activities
* To assist record details of events and activities and to record advice and recommendations for the following year
* To prepare a comprehensive report on all fundraising activities to hand over to the next Committee
* To consult with the Treasurer and Assistant Treasurer – Fundraising, regarding cash float, profits and following up overdue payments from fundraising activities
* To consult with the Assistant Treasurer – Fundraising regarding any outstanding payments from families from fundraising activities
* To consult with the Committee regarding where profits are needing to be directed
* Be aware of the assistance the Fundraising co-ordinator and fundraising Subcommittee can offer the Bunnings BBQ Co-ordinator