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**How to ….. be a Fundraising Officer**

This guide is to help you identify the key roles & responsibilities of your committee. In order to have a successful committee it is important you understand what is expected of your role. Some groups may operate with different roles and this list below is not exhaustive. Smaller committees will have some of these roles amalgamated so it is up to your committee to decide on responsibilities for your activity group. As a committee it is your joint responsibility to ensure that the activity group runs smoothly so be aware of what your fellow committee members are doing and help out where necessary.

**Fundraising Officer**

Fundraising Officer’s role is to organise fundraising events for the club to help raise the groups profile and where appropriate generate extra income for the group or for charity.

*Key responsibilities:*

* Coming up with good fundraising ideas (have a look at the A-Z of ideas)
* If raising money for a charity, ensure they are a registered charity and make it clear on any marketing if it’s the profits or proceeds that are going to the charity. (Proceeds mean everything raised is going to charity and profits mean funds are going to charity once expenses have been taken out)
* Ensure funds raised for charity are passed to the Treasurer and they have the charity bank details