



Position Title: Fundraising Committee Member
Term: Volunteer
Reports To: CEO
Date Created: March 2022

Introduction

Community Living & Respite Services (CLRS) is a not-for-profit organisation based in Echuca, supporting people with disability, the aged and their families.

Our Vision

To empower individuals and families to live the life they choose in a community enriched by the inclusion of all.

Core Values

Respect	We value and celebrate individuality
Flexibility	We provide innovative and responsive services to meet individual needs
Accountability	We are professional, ethical, honest and responsible
Collaboration	We partner, connect and coordinate in support of our services, organisation and community

Purpose of Position

The purpose of the Fundraising Committee, which will comprise of no more than ten members in total, will be to help activate the CLRS fundraising plan and deliver on the terms of reference of the Fundraising Committee. As a volunteer member of the CLRS Fundraising Committee you will be working alongside CLRS staff and other committee members to:

- Assist in activation of strategic community fundraising activities.
- Lend support to the CLRS fundraising and marketing team as appropriate and reasonably required.
- Help expand networks and opportunities for CLRS through introductions and/or collaborative prospecting which may include potential sponsors, charity partners or fundraising partnerships.
- Help develop new fundraising projects and initiatives as directed by the fundraising plan and committee.
- Representing CLRS at functions and events as deemed appropriate.

Key Requirements

Each person will demonstrate have the following attributes to be a Fundraising Committee Member:

- Member of the local community
- strong community relationships
- community engagement and/or fundraising experience
- experience delivering events and/or willingness to develop this experience
- Must be able to commit time and effort to working with a dedicated team to help progress the strategic fundraising goals for the calendar year.
- Capacity to attend events or fundraising activities outside of working hours if need be.
- Strong communication skills and ability to engage with a diverse range of people.
- Innovative thinker and team player who likes a challenge.



Your Commitment

Committee members will play a part in increasing CLRS presence, and brand awareness amongst the wider community, as well as helping grow our fundraising supporter base and revenue. Being a committee member requires positive role modelling and we actively encourage all committee members to lead by example. We would therefore require committee members to:

- Commit to volunteering with us for at least 12 months;
- Perform your volunteering role to the best of your ability;
- Maintain the confidential information of the organisation and of its beneficiaries
- Read and comply with CLRS policies, procedures and guidelines;
- Act in a professional manner whenever you represent CLRS;
- Give us as much notice as possible should you be unable to attend or carry out your volunteer role with us anymore.

This volunteer position requires an average of 5 - 10 hours per month, including attending monthly Fundraising Committee meetings, and undertaking related activity outside of meetings.

We aim to meet on the third Thursday of every month between 8:30am-9:30am at the CLRS office, 24 Percy St, Echuca or online via MS Teams. To ensure best use of your time, meetings will be chaired by the CEO and will be well-structured, yet collaborative. Committee members are required to attend at least 50% of meetings in the calendar year.

What will you get in return:

- Supported and collaborative volunteering experience
- The reward of making a real difference in the lives of people with disability.
- Development of new skills and a chance to put your existing skills to good use.
- Networking and meeting like-minded people, who are committed to the same cause.
- A potential opportunity to attend and engage with a wide range of people at interesting events and programs.
- Fun, fun and more fun! This is a vibrant organisation with exciting and varied existing and new projects in the pipeline.

Other requirements

Each person will be required to provide, or complete, the following:

- clear police record check
- Working with Children Check
- an unencumbered Drivers Licence
- Evidence of three doses of the COVID-19 vaccination
- Contact details of two referees

Health and Safety

Volunteers with CLRS are required to participate in Occupational Health and Safety (OHS) by:

- Adhering to CLRS policies and procedures in relation to OHS.
- Taking reasonable care to ensure that your own health and safety along with that of others is abided to as per the *OHS Act 2004*.



Fundraising Committee Member

- Participating in the development of a safe and healthy volunteer space and adhering to safe work practices.
- Reporting any injuries, hazards or illnesses where practical, immediately to your supervisor or OHS representative.
- Not placing others at risk by any act or omission and not wilfully or recklessly interfering with safety equipment.

Confidentiality

Volunteers are expected to observe confidentiality, at all times and under all circumstances, regarding Community Living & Respite Services business affairs, client affairs and staff details. Confidentiality is inclusive of post volunteering arrangements.

Community Living & Respite Services is an equal opportunity employer and values diversity.

Community Living & Respite Services is a non-smoking environment.

ACKNOWLEDGMENT FOR RECEIPT OF POSITION DESCRIPTION

I have received a copy of the Position Description and have read and understand its contents.

Name

Signature

Date