# Club Name

your logo here

### Position Description Form

| **Job Title** | **Raffles Coordinator** | | |
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| **Accountability** | President  General Committee | | **Hours\_\_\_\_\_\_\_\_ / week – month - season** |
| General Description - Objectives | | | |
| * To provide support to the Executive and Committee members to ensure the efficient operation of Club raffles * To maximise revenue through the conduct of approved raffles through the course of the year | | | |
| Responsibilities | | | |
| * Prepare a report detailing the conduct of all raffles for consideration by the Committee at the commencement of the season * Ensure all raffles are conducted ethically and responsibly * Arrange all tickets and prizes for all approved raffles * Coordinate the selling of raffle tickets through either rostered personnel or others as required * Arrange necessary permits where required for major raffles * Ensure all raffle are conducted as planned through the season | | | |
| Qualifications - Accreditations | | | |
| **Essential** | | **Desirable**   * National Police Clearance   (if handling money) | |
| Relationships | | | |
| * Liaises with the Club Committee * Liaises with players and others rostered to undertake raffles | | | |
| Reporting | | | |
| 1. Provide a report on portfolio operations to the monthly Committee meeting as required 2. Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action | | | |