

## **DIRECTOR Grants / Funding/ Data Base /Risk Management**

### POSITION DESCRIPTION 2021

1. To be primarily responsible for sourcing grants and access to private philanthropic & government funding to facilitate the Club's infrastructure program & special projects
2. To follow up responsible Directors to ensure the compilation of a current list of projects and proposed costings.
3. Maintain the Club's asset register and to liaise with other Pavilion Users to establish a timetable for asset replacement.
4. To assist the Director: Events Co-ordination in planning the Club's premier fundraising event, the Auction Function.
5. To establish and maintain a Club Risk Management program.
6. In conjunction with the Treasurer to manage the Club's insurance policies
7. To attend Committee meetings as required.
8. To be involved in Special Projects as required.