



give a little time
MAKE A BIG DIFFERENCE

VOLUNTEER FUNDRAISING CO-ORDINATOR ROLE DESCRIPTION

Since this is a Committee position and you will be representing the Branch in an official capacity, you will be required to become a member of Derby Branch. You will then receive regular copies of the Dandi, our newsletter which will keep you up to date with all the Branch's activities on a regular basis. You will be supplied with an ID and a passport photo will be needed.

You will be required to:

- a. Attend monthly Committee meetings at the Branch's Charity Shop at 31 Wardwick, Derby, presenting a report.
- b. Make contact with Derby City Council to arrange permission to hold street collections and fundraising stalls throughout the year.
- c. Encourage and motivate fundraising volunteers for the above stalls and any other fundraising events.
- d. Organise the annual raffle / Christmas Fair at the charity shop.
- e. Keep an up to date list of the whereabouts of all our collecting cans and cat food collection bins (this file is already in existence).

All monies donated to you must be passed directly to the Treasurer (or his/her designated deputy) and a numbered receipt given using a Receipt Book (which will be provided). The donation and a copy of the numbered receipt MUST be passed to the Treasurer. THERE WILL BE NO EXCEPTIONS TO THIS RULE. Even if the person making the donation says that he/she doesn't want a receipt, ALWAYS make one out anyway and send a copy to the Treasurer with the donation.

The Committee's approval MUST be obtained BEFORE the purchase of ANY items. Reimbursement will only be provided by the Treasurer (or his/her designated deputy) on production of an appropriate receipt, together with a completed Expenses Form (which will be provided). In an emergency, the Co-ordinator may verbally approve some modest purchases.

It would be helpful if you have access to a car but vital that you own a computer.

Please always bear in mind, you must NOT speak to members of the media without first obtaining the permission of either the Derby Branch Co-ordinator or CP Headquarters.

Time expectation:

This is an extremely flexible role and the time involved will vary, 2- 3 hours per week would not be unusual for this role.

How we will support you:

You will receive full training and support in your role from the Committee who will provide you with day to day support, guidance and direction and will work with others to ensure you have a positive and enjoyable volunteering experience.

For further information, please contact: enquiries@derbydistrictcp.org.uk