

Southside BMX Club

ROLES AND RESPONSIBILITIES

GRANTS CO-ORDINATOR

The Grants Co-ordinator is required to:

- Meet with the Executive committee as required;
- Attend Committee meetings and keep them informed of any available grants and current applications;
- Source any grants that can be utilised by the bmx club;
- Apply for grants, under direction from the President and/or Executive Committee;
- Ensure grant money received has been allocated and spent within the grant guidelines;
- Complete Grant reports and provide to the grant provider along with appropriate receipts;
- Give details of successful grant applications to the Web Master;
- Maintain a liaison with the businesses and agencies that provide grants to sporting clubs; and
- Submit a report at the AGM.