Saint Gregory’s PTFA

**Role of the Crowdfunding Co-ordinator**

**(Ordinary Committee Member)**

The committee is made up of Officers and Ordinary committee members. The Officer roles are usually the Chair, Treasurer and Secretary. The role of Crowdunding Co-ordinator is an elected member role to the committee and defined as an Ordinary Committee member with voting rights and legal responsibility for the control of the Association.

**Main purpose of the role**

The Crowdfunding Co-ordinator will be responsible for the launch of additional funding streams through the use of crowdfunding website https://investmycommunity.com/.

**Duties and key responsibilities**

* Initiate and launch regular online funding campaign through Invest My Community
* Be the main point of contact for Invest My Community and manage all correspondence
* Maintain records and audit information
* Assist the Treasurer with reporting information and compliance
* With the Treasurer, ensure that Gift Aid is administrated and managed
* Make sure that the association is GDPR compliant
* Publicise and communicate crowdfunding as a means for regular, ongoing donations, for special projects or as alumni giving.
* Liaise with the school and committee on identifying crowdfunding ambitions

Reviewed: September 2021