



## **Membership & Funding Secretary Role Overview**

### **Roles**

Establish and maintain links with known and potential funding bodies.  
Identify grant opportunities.  
Attend meetings with prospective funding organisations/bodies.

### **Responsibility Overview**

- To oversee and present funding and grant opportunities.
- To understand future/projected funding requirements of the Association.
- To liaise with designated Committee officers about actual/potential funding requirements.
- To ensure that the Treasurer has full visibility of acquisitions or potential funding opportunities.
- To ascertain and communicate qualification criteria for identified funds/grants.
- To understand funding requirements for proposed events and seek appropriate funding and/or advise accordingly.

The Membership and Funding Secretary will work closely with the Treasurer who remains responsible for ensuring that effective financial systems and procedures are consistently followed in line with best practice and legal requirements.