



ERH Fundraising Committee Role Description

PURPOSE:	<i>Supporting everyone to be healthy & live well.</i>
POSITION:	ERH Fundraising Committee Member
RESPONSIBLE TO:	ERH Board of Directors
DEPARTMENT:	ERH Executive

ROLE BACKGROUND: The Echuca Regional Health (ERH) Fundraising Committee assists the ERH Board to;

- safeguard and administer the ERH Foundation Fund. The ERH Foundation Fund has been established to preserve and grow the legacy of the former Echuca Regional Health Foundation Trust Fund, which was originally established in 1997, by ensuring capital funds donated to the ERH Foundation Fund, remain in perpetuity whilst interest earned is allocated to the purchase of patient care equipment, health care projects and the professional development of ERH staff
- oversee the coordination of fundraising activities that use the name of ERH, secures donations and philanthropic support that furthers the ERH purpose.

KEY WORKING RELATIONSHIPS:

Internal: *ERH Board of Directors, ERH Executive, Staff*

External: *Individuals, Philanthropists, Corporations, Charitable Organisations, Service Clubs, Government, Organisations, and the wider Echuca Moama community.*

ROLE SPECIFIC RESPONSIBILITIES:

- Participate in committee meetings on a Quarterly basis.
- Willingness to advocate for and support the ERH fundraising efforts within networks and the wider community
- Help to lift the profile of ERH fundraising campaigns.

ORGANISATIONAL RESPONSIBILITIES:

General:

- Undertake ERH induction process;
- Willingness to positively promote ERH within and externally to the organisation;
- Responsibility to comply with all ERH policies and procedures and familiarise themselves with those relevant to their position;
- Comply with all Commonwealth and State legislative requirements relevant to their position.

Confidentiality:

- Any breach of the Confidentiality Policy may result in disciplinary action and/or dismissal and a possible fine under the Health Services Act (Vic).

PREFERRED SKILLS:

- Experience in being involved with a Foundation or Philanthropic organisation

- Previous fundraising experience
- Financial acumen
- Strong links within the Echuca Moama community
- Interest and/or experience in health industry.

Echuca Regional Health Values:

Echuca Regional Health has adopted a common set of values across the organisation and developed associated behaviours around these values. Selection will be based on assessing demonstrated performance of the skills, knowledge, behaviours and other personal qualifications relevant to the role.

Echuca Regional Health says NO to Family Violence.

Principle:	Associated Behaviours:
Collaboration	<ul style="list-style-type: none"> • Works with a team focus • Cooperates with others and gains input and support to assist in achieving objectives • We work with others to achieve shared goals
Accountability	<ul style="list-style-type: none"> • Monitors the impact of one's own behaviour on others • Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them
Respect	<ul style="list-style-type: none"> • Treats people fairly and openly • Treats people with dignity • Demonstrates personal standards of consistency, tolerance and patience
Excellence	<ul style="list-style-type: none"> • Consistently supports and follows organisational policies and procedures • Actively participates in identifying opportunities to improve what we do

TERMS & CONDITIONS OF ENGAGEMENT:

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: _____ Date: / /

Print Name: _____

cc: Personnel File

Echuca Regional Health is an Equal Opportunity Employer