

Role Description**01 Scope**

The Trust's Boost The Budget Co-ordinator will be a full voting member of the Trust Board. This position is subject to election by the Trust membership at a General Meeting in accordance with the 'Society Board Membership Policy'.

02 Candidate Requirements

Before a nomination can go forward for consideration by the Trust membership for appointment as the Boost The Budget Co-ordinator, any potential candidate must provide evidence that they meet, in full, the following requirements and by any published deadlines.

1. Have been a fully paid up member of the Cards Trust for at least 12 months.
2. Have the time availability to undertake the role;
 - a. to attend the number of required meetings.
 - b. to attend games as a representative of the Trust, where required.
3. Committed and able to abide by all legal and ethical requirements that Trust Board membership involves.
4. Rigorously respect the strict requirements for confidentiality as a Trust Board member.
5. Behave respectfully and in a manner befitting a Trust Board member in their wider dealings with the Club, staff, supporters as well as the Directors, staff and fans of other clubs.
6. Work positively and constructively as a member of the Trust Board and as part of a team.
7. Have the necessary skills and aptitudes to operate as an effective Trust Board member, take part constructively in meetings, represent the Trust appropriately in a number of different contexts, work confidently with a range of different people, take the lead and responsibility for initiatives and projects as required, meet deadlines and operate consistently within any ground rules or requirements set by the Trust Board.

03 Candidate Nomination and Appointment

The Cards Trust's Rules and associated procedures sets out a process whereby a suitable member of the Cards Trust can be nominated to the Trust Board. The final nomination must be approved by the membership in the form of a majority, achieving at least 51% of the vote taken at a General Meeting.

04 Specific Duties

1. Act as a full member of the Trust Board and in line with the current constitution.
2. Lead on all matters relating to the Trust's 'Boost the Budget' initiative.
3. Ensure that the Trust Board is kept up to date with all aspects of the 'Boost the Budget' initiative.
4. Take responsibility for promoting and developing the scheme to ensure that membership is maintained and built upon in line with any agreed Trust strategy.
5. Liaise closely with the Treasurer on all matters relating to the funds raised and the maintenance of accurate records relating to the initiative.
6. Ensure that accurate records are maintained of 'Boost the Budget' membership and contact details as appropriate.
7. Manage the 'Boost the Budget' monthly prize draw including the identification of prizes, the draw itself and publicising the winners.
8. Act as a member of the Trust's 'Fund Raising' Working Group and liaise as appropriately with the Football Club's Sales and Marketing Manager.
9. Undertake any other tasks or responsibilities as may be reasonably requested by the Trust Board.

05 Removal

The process for removal shall be as set out within Section 13 of the Rules of the Cardinal Supporters' Society Limited.

06 Amendment to Section 03-A-05

The role description will be subject to an annual review and as a result may change from time to time with the agreement of the full Board and ratified by the membership at a General Meeting.

Section Ends.