



VOLUNTEER ROLE

COMMUNITY AMBASSADOR

Role Purpose:

- Represent Lingen Davies Cancer Fund in the local area, promoting the work of the charity and receiving donations where necessary.

Key Tasks:

1. Report any events for Lingen Davies Cancer Fund in the local area to the Fundraising Office.
2. Receive, record and receipt appropriately donations to Lingen Davies Cancer Fund.
3. Bank donations received according to Lingen Davies Cancer Fund procedure.
4. Source appropriate locations for collection cans in the local area, and be responsible for the upkeep and replacing, including banking money collected according to the charity's financial procedures.
5. Be responsible for items required for an event in the local area where appropriate. This could include collection cans, banners etc.
6. Co-ordinate collections in the local area on behalf of Lingen Davies Cancer Fund (this will be discussed with individual prior to charity booking).
7. Represent Lingen Davies Cancer Fund at publicity events, cheque presentations and other fundraising work; addressing audiences as appropriate and promoting the charity.
8. Assist at charity organised events, whenever possible.
9. Encourage other people in the local area to support Lingen Davies Cancer Fund.

Possible Additional Tasks:

1. Organise events in the local area for the charity.

In addition, the Community Ambassador agrees to:

- Deal with members of the general public in an appropriate courteous and sensitive manner.
- Safeguard the public image of Lingen Davies Cancer Fund at all times.
- Follow the procedures as laid down by Lingen Davies Cancer Fund.

This is a voluntary role. Reasonable expenses may be covered. Full training will be provided.