



## New Zealand Canoe Polo Association Incorporated

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### POSITION DESCRIPTION

**TITLE:** Funding Director

**POSITION TYPE:** Voluntary

**REPORTS TO:** Executive Director; NZCPA Board

**DATE:** November 2019

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#### NZCPA Mission Statement

*To promote and encourage all aspects of Canoe Polo in New Zealand for the future of the sport and its participants.*

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#### OVERALL PURPOSE:

To access community, regional, national and pub charity funding as requested.

#### KEY TASKS:

Prioritise NZCPA funding needs & apply accordingly  
Check and update details of potential funders regularly.

#### RESPONSIBILITIES OF THE ROLE:

- Liaise with ED to prioritise funding needs for any given year. Pool & venue hire for National League, IR, Oceania, overseas travel, equipment, coaching manuals.
  - Liaise with appropriate directors on the Executive –re: quotes and background information
  - Identify funders and fit to specific needs and/or regions
  - Obtain quotes and additional information as requested
  - Complete applications and reconciliations as required – to meet funding agency deadlines.
  - Ensure ED has copies of applications
  - Update funders details (closing dates etc) regularly
  - Ensure all NZCPA information given is accurate and current.
  - Ensure all NZCPA intellectual property is kept secure – IRD forms; deposit books; budgets; logins for funding applications.
  - Keep spreadsheet of details of all applications: date applications sent, name of funder, amount, outcomes, date of notification, reconciliations.
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