JOB DESCRIPTIONS

Sponsorship Co-ordinator

Summary:

Assume responsibility for ensuring all sponsors and potential sponsors are approached and serviced for the entirety of their sponsorship contract.

Responsible to:

Executive Committee
(This may be a Vice President position or a member of the Committee)

Responsible for:

Any working parties, sub-committees and individuals allocated specific duties relating to obtaining, retaining or supporting sponsors

Role:

1. Prepare annual sponsorship packages that provide for all levels of support. This will include the review of previous year's arrangements.
2. Make recommendations to the Committee about the target levels for sponsorship each year.
3. Oversee the negotiation of new and existing sponsorship each year. Manage approaches to individual sponsors – ensure any conflicts of sponsorship within the club or with the Union are avoided or resolved.
4. Ensure all sponsorship arrangements are formally recorded, filed and signed off.
5. Plan and schedule a calendar of sponsor functions for the year.; ensure the activities are conducted
6. Prepare regular status reports to the Committee.

Performance Measures:

- Each year the appropriateness and content of the club's sponsorship packages is reviewed –a report is submitted to the first available committee meeting
- The achievement of a "X" increase in sponsorship income;
- All formal documentation relating to sponsorship are given to the club secretary for preservation
- Monthly reports are provided to the committee that includes reference to target achievement and sponsor servicing