



SPONSORSHIP COORDINATOR JOB DESCRIPTION

All executive and general committee members are responsible for acting in a manner which brings credit to the club and abides by all club, association, local district and W.A.F.C policies.

Objective

- To attract and maximise the number of sponsors supporting the club.
- To build and maintain a strong rapport with sponsors to ensure they are serviced to a high level and are retained on a long-term basis.
- To maximise revenue through approved fundraising events, and grants.
- To provide support to the President and other committee members to ensure the efficient operation of the club.

Responsibilities

- Attend monthly committee meetings, provide input to relevant topics and present a Sponsorship report when required.
- Develop a tiered suite of sponsorship packages to be offered by the club to attract as broad a sponsorship as possible.
- Identify opportunities for fund-raising at the beginning of the year and plan events calendar.
- Arrange necessary permits where required for major fundraising events.
- Present the benefits of club sponsorship and packages to prospective new sponsors.
- Ensure all sponsorship agreements are finalised before the season commencement.
- Ensure all sponsorship agreements are honoured and actively seek to promote the products and services offered by sponsors to the club community.
- Liaise with sponsors to maintain good relations throughout the season and ensure they are receiving service from the club as per sponsorship agreement.
- Provide sponsors with an invitation to all club events and at the annual presentation function present them with a certificate in recognition of their sponsorship.
- Work with sponsors to develop their preferred means of representation for the web site and hand over to the Media Coordinator for ongoing publication.
- Seek opportunities and apply for community, sporting or government grants to assist with club operations.
- Attend club social events – family nights, presentation days and fundraisers.
- Maintain confidentiality about club and committee matters.

Accountability

- The Sponsorship Coordinator is accountable to the President and general committee.
- Must seek ratification from the committee prior to committing the club to any financial expenditure or action.
- The Sponsorship Coordinator shall seek ratification from the committee regarding sponsorship packages offered by the club and shall thereafter have the authority to act within the limits of the packages without reference to the committee.

Date	Item
01 MAY 2018	Drafted
12 SEP 2018	Adopted by Committee
12 SEP 2019	For Review