



**Kingsway Sports Complex**  
Skeit Road Madeley  
PO Box 1338 Wangara 6947  
ABN 18 475 614 383

## **PORTFOLIO DESCRIPTION - SPONSORSHIP**

### ***Works in conjunction with :***

Other Portfolios - ALL

External to Committee - Local Business's ; Members ; Team Managers

### ***Responsibilities and Duties : NOTE - PORTFOLIO IS CLASSED AS A SUB-COMMITTEE***

- ◆ Actively pursue NEW Sponsorship avenues for presentation at general meetings
- ◆ Plan and implement a Sponsorship strategy for retaining Sponsors long term
- ◆ Actively maintain goodwill with existing Sponsors
- ◆ Liaise with Secretary and Media for advertising Sponsors to Membership
- ◆ Liaise with Uniforms for placing Sponsor logos on playing tops
- ◆ Liaise with Events for donations etc for fundraising events
- ◆ Maintain / update Club Sponsors board
- ◆ Plan and oversee a Club Sponsors day for one (1) Home fixture during season
- ◆

### ***Knowledge and Skills Required :***

The person/s performing the portfolio is someone who:

- ◆ Is outgoing
- ◆ Has good computer skills (Word & excel)
- ◆ Is well organised and able to work as part of a team
- ◆ Ability to sell the Club and how good it is
- ◆ Ability to do some tasks during Business hours