

Corryong Football Netball Club Inc.

Human Resource Management – General Committee



Position Title

Sponsorship General Committee Representative

Position Description (what the position involves)

- The Sponsorship General Committee Representative is responsible for finding Club members and take part in sourcing sponsorship to assist in the funding of the Club and also awards for the football and netball sides.

☒ Volunteer ☐ Permanent ☐ Part-time ☐ Casual ☐ Contract

Position Reports Directly To

The Sponsorship General Committee Representative is directly responsible to the Executive committee, and members of the Corryong Football Netball Club.

Key Responsibilities and Duties

General Sponsorship;

- Source new sponsorship and offer sponsorship packages.
- Keep a record of all sponsors and the package or amount they have given.
- Liaise with the **Secretary 1-Internal Club** to ensure they have an up to date list of Club sponsors to print an acknowledgement on Home Game Club Critic.
- Organise 'Sponsorship Day/Night'.

Awards;

- Find award sponsors for both football and netball teams.
- Package awards and give to Football sub-committee and Netball sub-committee prior the commencement of Home and Away season.

Cattle;

- Keep a record of all people that keep cattle on their properties, including the number of cattle using a Spread Sheet document.
- Keep a record of cattle sold and the amount of money made.
- Give a written report bi-monthly or progress of cattle, cattle sales (if applicable) and future cattle adjustment needed etcetera.
- Liaise with the **Secretary 1-Internal Club** to ensure they have an up to date list of Club cattle sponsors to print an acknowledgement on Home Game Club Critic.

Specialist Skills and Knowledge Required

- Can communicate effectively.
- Is well organised and can delegate tasks when needed.
- Can work with other sub-committee members to ensure sponsorships are found.
- Can write letters.
- Give monthly reports (where appropriate) to the Sponsorship/General committee delegate.
- Be prepared to adhere to Administrators Code of Behaviour

Availability

- Attend monthly General committee meetings.
- Attend 'Sponsors day'.