

## **SPONSORSHIP SECRETARY – Cambourne Exiles RFC**

**Main purpose of the role:** To be directly responsible for sponsorship & fund raising opportunities for the club, its activities and events

### **Actual duties involved:**

- To investigate sponsorship opportunities from the commercial business sector
- To liaise with the treasurer on club financial planning to ensure generation of adequate funds
- Formulate sponsorship proposals and ensure sponsorship requirements are met
- To organize and co-ordinate a program of fundraising schemes and activities
- To produce follow up literature to sponsors in the form of thank you letters, press coverage etc. in order to encourage on going relationships
- Coordinate club members to help seek sponsorship through personal contacts

### **Liaison with:**

- Executive committee and club members
- Funding bodies
- Local companies and businesses

**The Post Holder will be responsible to:** The Executive committee

### **Meeting to attend:**

- Executive committee meetings
- Annual General Meeting if appropriate

**Estimated time commitment:** average of 2 hours a month through the year

**Term of role:** Appointed for 1 year, to retain the role for a maximum of 3 years.

**Benefits:** Associated expenses will be reimbursed from club funds as approved by the committee and directed by the Treasurer