



## Moreton City Excelsior Football Club

### Committee Position – Sponsorship Officer

The duties of the Sponsorship Officer shall be:

- To gain maximum sponsorship from the local business community on a yearly basis.
- To keep the club Sponsorship Prospectus up to date and available for potential sponsors.
- To ensure the club have a shirt naming rights sponsor for the Senior playing squads.
- To ensure all members are aware of the club sponsors and to encourage the patronage of our sponsors from our membership.
- To manage the relationship with all sponsors and ensure they are communicated to on a regular basis.
- To liaise with other members of the Management Committee on all aspects of sponsorship.
- To coordinate signage and social media advertising in order to meet our commitment to sponsors.
- To ensure that all deals associated with sponsorship are documented, signed by the sponsor and the club President and filed by the club secretary.
- To gain sponsorship to the end of year celebration gift bags for the players.
- Assisting as Ground official, Running the bar or General help at sign on days, Musters, Carnivals, presentation days etc.

