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AUDIENCE

All financial members and the general public.

This statement contains important information about the responsibilities of position holders.

Sponsorship Officer

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| 13.1 Subject | Club statement on the responsibilities and duties of the position of Sponsorship Officer. |
| 13.2 Purpose | To inform members and interested parties of the duties, functions and responsibilities of position holders of the club. |
| 13.3 Principle | At the Brindabella Blues Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members. |
| 13.4 Duties | <p>The Sponsorship Officer's responsibilities include:</p> <ol style="list-style-type: none">1<ol style="list-style-type: none">a) implementing the club's Team Sponsorship policy.b) liaising with potential and existing sponsors in regards to new and renewing sponsorship contracts.c) liaising with sponsors in regards to concerns of sponsors and team information.d) ensuring all logos, lettering and printing on team apparel regarding sponsors are completed in an appropriate time frame.e) ensuring information is supplied to sponsors regarding the sponsored team.f) ensuring sponsors are appropriately recognised for their support.g) coordinating and managing other sponsorship activities as approved by the Management committee.h) providing reports to the Management Committee on matters relating to sponsorship activities.i) attending club meetings as required or directed by the Management Committee. |
| 13.5 Reference Codes | 1 = Doc No: OP7 – Team Sponsorship / Clause 7.1 – 7.14 |