



ROLE OF THE FUNDRAISING AND SPONSORSHIP OFFICER

The Fundraising and Sponsorship Officer shall be responsible for the Club's fundraising activities and planning each season. It is also their responsibility to attract sponsorship from either National or Local companies to help fund and support general Club activities or expenses.

DUTIES OF THE FUNDRAISING AND SPONSORSHIP OFFICER

- Help or assist with/at major Club events or activities
- Develop, in conjunction with the Management Committee, a sponsorship plan
- Oversee the implementation of the tasks in the sponsorship plan
- Liaise with the Press Officer to ensure that major sponsors receive appropriate press coverage
- Ensure via the use of the Club Newsletter and Website that the membership is made aware of major sponsorship or fundraising activity
- Research new income avenues and fundraising activities
- At the Club President's discretion and direction, the Fundraising and Sponsorship Officer will be expected to help negotiate with external bodies to obtain sponsorship and/or funding and to take other action to ensure the on-going strength of the Club
- Work with the Social Secretary to identify fundraising potential at social events
- Liaise with the Club Treasurer understanding the yearly budget and setting team/club fundraising targets
- Liaise with Captains' Sub-Committee ensuring they meet their seasonal fundraising targets
- Safeguard the good name and values of Titans Hockey Club
- Be a positive role model for all members of the Club

COMMITMENT / TIME FOR THE ROLE

- Fundraising accounting activity recorded throughout the year
- Management Committee meetings
- General Committee meetings
- Annual General Meeting and any Extraordinary General Meeting
- Club Social Events

- The time commitment for being a positive role model is on-going
- Appointed for four years from date of general election (if elected after, dates run to next Management Committee election)

SKILLS AND QUALITIES REQUIRED

- Trustworthy
- Excellent time management
- Organisation
- Good level of administration
- Strategic vision
- Good independent judgement