



Committee Role Description

Job Title:	Sponsorship Secretary
Scope:	To be directly responsible for sponsorship & fund raising opportunities for the club, its activities and events
Reports to:	Romsey Wasps Committee
ACTUAL DUTIES INVOLVED	
<ul style="list-style-type: none"> • 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 organise 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 in order to encourage on going relationships • Co-ordinate club members to help seek sponsorship through personal contacts 	
LIAISON WITH	
All committee members, sub-committees and club members, Funding bodies, Local companies and businesses The Executive committee, all club sub committees, new and existing members, local schools, colleges and universities, and the local RDO	
MEETINGS TO ATTEND	
Committee meetings Sub Committee meeting Finance meetings AGM	

CHANGE CONTROL			
Version	Date	Author	Changes Made
1	Sept 2010	Derek Marshall	Initial Release