

CROQUET ASSOCIATION QUEENSLAND Inc

POSITION DESCRIPTION

SPONSORSHIP OFFICER

General Information

- **This is a volunteer position and is not subject to regulated employment entitlements.**

The Sponsorship Officer is a specific administration duty officer.

The Sponsorship Officer is appointed by the Management Committee and will, at all times, observe the Association's Rules, By-laws and Policies as set out in the relevant documents. He or she will conduct business politely and with consideration for others, without ill feeling, improper bias or personal animosity.

Prior to attending all MC meetings and where MC papers are circulated in advance of the meeting, will read the papers, and consider the issues before the meeting.

He or she will avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person to the detriment of the organisation.

Core Duties to Management Committee

The Sponsorship Officer:-

- a) is responsible for the coordination of sponsorship agreements for Croquet Queensland;
- b) is appointed by, and directly responsible to, Croquet Queensland's Management Committee, and therefore abides by Clause 22 (General); and
- c) *may* be a member of Croquet Queensland's Development and Promotions Sub-Committee.
- d) Will identify and suggest sponsorship opportunities for Croquet Queensland;
- e) in conjunction with the Development and Promotions Sub-Committee develop sponsorship agreements with approved Association sponsors; and
- f) provide quarterly updates to both the Management Committee and Development and Promotions Sub-Committee regarding sponsorship activities.

I acknowledge that I have received a copy of this position description.

Name

Signature

Date

Witness