

## **Southside BMX Club**

### **ROLES AND RESPONSIBILITIES**

#### **SPONSORSHIP CO-ORDINATOR**

The Sponsorship Co-ordinator is required to:

- Meet with the Executive committee as required;
- Update sponsorship letters as advised by the President and/or Executive Committee;
- Post or hand delivery letters to local businesses to support the BMX season;
- Update sponsorship levels as advised by the President and/or Executive Committee;
- Recognise businesses as determined by the sponsorship levels;
- Give a details list of local businesses who have supported our club to the Web Master;
- Maintain a close liaison with the public and local business; and
- Report progress to committee at meetings and at the AGM.