



## INDEPENDENT DIRECTOR SPONSORSHIP AND GRANTS

**Reports to:** Club President

**Functional Relationships:** All Committee Members  
Director of Finance and President

**External Relationships:** Sponsors  
Donors  
Grant Providers  
SLS (Branch/State/National)

**Key Responsibilities:** Soliciting and administering Sponsors  
Administering donations  
Grant identification and applications

**Desirable Attributes:**

- Word and excel capabilities
- Internet capable
- Report writing skills
- Understanding of
- Pro-active, motivated and focused
- Sound communication skills
- Punctual and reliable
- Understanding of SLS administration

**Statement of Duties:**

**1. Operational Roles**

- Identification and progression of sponsor opportunities
- Identification and progression of donor opportunities
- Identification and progression of grant opportunities

**2. Communication Roles**

- Maintain open communication with key committee members
- Maintain communication with SLS bodies on grants
- Liaise with club captain, gear steward and competition director regarding club needs
- Attend club committee meetings
- Record keeping to hand on to pass on

**Meetings:** Committee Meetings – Second Tuesday of each month

**Delegated Authority**

- Release of club correspondence on letterhead (as directed)
- Grant applications on behalf of the club (as directed by committee)

**Budget Support:** Phone costs reimbursed for all club related calls

The Independent Director – Sponsorship and Grants is elected at the AGM for a two (2) year term each year of an even number

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