



CANBERRA QUILTERS INC
SINCE 1976

Canberra Quilters Inc.

ABN 49 327 425 805

Duty Statement – Sponsorship Coordinator

As a member of the Canberra Quilters' Committee, the Sponsorship Coordinator contributes to managing the affairs of Canberra Quilters to enable the organisation to meet its aims and objectives through developing, maintaining and strengthening Canberra Quilters' relationship with new and existing sponsors. These duties are undertaken in accordance with the Canberra Quilters' Constitution.

General:

- You are friendly, welcoming and inclusive of all members, visitors, and guests.
- You encourage all members to be friendly, welcoming and inclusive of all other members, visitors and guests.
- Liaise regularly and closely with the Communications Officer, Publicity Officer, Newsletter Editor and Exhibition Coordinator in relation to new sponsorships and/or updating/removal of existing sponsorships or notices on sponsors' special announcements/promotions.

Committee and Financial Responsibilities:

- The Committee as a whole approves spending by the group. The Treasurer will seek approval for spending at Committee meetings or via emails if it is urgent.

Meetings:

- Attend the monthly Committee meetings from January to November – this includes giving a report at the appropriate agenda item to provide an update on issues impacting on sponsors – new, existing and ceasing sponsorships.
- You attend exhibition sub-committee meetings each month and at other times if necessary.

Connecting Threads, CQ Website and Blog:

- Notify the Newsletter Editor of any relevant items (additions, changes or removal of logos) in time for the newsletter deadlines. Deadlines are the evening meetings in February, May, August and November.
- Notify the Communications Officer and Publicity Officer of any relevant items (additions, changes or removal of logos) or links for inclusion/removal from the website.
- Monitor web page content whenever browsing the site and notify the Website Coordinator of any updates/corrections needed.



CANBERRA QUILTERS INC
SINCE 1976

Canberra Quilters Inc.

ABN 49 327 425 805

Sponsorship Responsibilities:

The main tasks of the Sponsorship Coordinator are:

- Contact annual exhibition sponsors in writing to confirm sponsorship, and take responsibility for receipt and distribution of prizes, in consultation with the Exhibition Co-ordinator.
- Co-ordinate sponsorship list on the CQ website and in the exhibition catalogue.
- Liaise with sponsors who offer in-shop discounts to CQ members and ensure the list is up to date in *Connecting Threads* and on the website (with sponsor's logo and link).
- Liaise with the Coordinator of the Biggest Morning Tea or other events regarding requests for sponsorship to avoid existing sponsors being asked to meet a range of ad hoc requests.
- Advise the Committee of new sponsorship opportunities and actively seek relationships with new or potential sponsors.
- Maintain and strengthen relationships with sponsors through updates and regular contact (once a quarter) to ascertain if the sponsors have any promotional requirements that Canberra Quilters is able to share through its social media platforms – work with the Publicity Officer on this.

Other duties:

- Advise the Secretary of amendments/additions to the Perpetual Calendar.
- Advise the Communications Officer of any items of interest for the information bulletin.
- If members voice concerns, suggestions or compliments to you, accept all feedback with grace, thanks and a smile. Take action where needed.
- If things aren't working, work with the Committee to make things better.
- Remember – this duty statement is not a stagnant document. Update it often.