***E.S.P.L. JOB DESCRIPTION***

***SPONSOR LIAISON***

***2011***

***Job Description:***

**1:** Maintain a list of current and prospective sponsors and supply a copy of such to the Secretary for filing purposes.

**2:** Work closely with the Equipment Manager in coordinating the production /ordering of sponsors’ sweaters while establishing team colours and sponsors’ logos.

**3:** Communicate with each sponsor, by way of letter, three times a year. (a) Mail letter in early January outlining the current years sponsor fees, along with an invoice for payment due March 1st. This could include prospective sponsors. (b) Mail letter, where required, to sponsor pubs, identifying potential visitation. (c) Work with sponsor pubs in obtaining prices for planned special events. (d) Hand deliver letter of thank you along with sponsor’s plaques, team pictures, and a request for their continued support for the following year. This is to be completed by the end of October.

**4:** Obtain Sponsors’ cheques and submit to League Treasurer by end of first week in March.

**5:** Work with the Fairfield Centre Staff in the arranging and coordinating of the spring B.B.Q. and annual fall banquet.