

## **PROCEDURE OUFC- PD 011**

### **Business Development Officer**

#### **1 PURPOSE**

The purpose of this Position Description is to control the documents and define roles and responsibilities regarding the position of Business Development Officer of OUFC.

#### **2 SCOPE**

Controlled documents include, but are not restricted to:

- Membership Records
- Working with Children Forms
- Prohibited Employment Forms

Documents may be printed or in the form of computer data.

#### **3 REFERENCES**

Club Constitution  
OUFC PD President 001  
OUFC 002 Executive Committee  
OUFC 003 Football Committee

#### **4 RESPONSIBILITY**

Business Development Officer	Develop, manage and control the Business Development and sponsorship of the Club  Other appropriate duties as requested by the President
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#### **5 DEFINITIONS**

Club: - Ourimbah United Football club  
Committee: - The elected members of the managing body of the OUFC

## **6 ACTION / METHOD**

### **Personnel and Technical Skill Requirements**

- 1) Demonstrate an understanding of the Game of Football
- 2) Demonstrate good communication skills, with the ability to communicate professionally to all levels of the Club as well as outside stake holders. Strive to continually improve communications processes within the Club.
- 3) Maintain High Ethical and Moral standards to ensure integrity in their personal and professional dealings and liaisons within the Club and with outside stake holders.
- 4) Support and assist the President in carrying out their duties.
- 5) Duties of Business Development Officer will include but not limited to:-
  - \* Be proactive in trying to achieve the sponsorship budget.
  - \* Report monthly to committee on sponsorship outcomes.
  - \* Develop and implement a marketing and promotional program to ensure the revenue objectives are achieved.
  - \* Undertake to promote and publicise the activities of the Club in accordance with CCF guidelines.
  - \* Be responsible for ensuring there is no conflict of interest when pursuing sponsorship agreements for the Club.
  - \* Liaise with the Gear Steward to allocate current sponsors playing strip to the correct teams as soon as teams are finalized and advise the gear steward of purchase requirements.
  - \* Co-ordinate all sponsorships and advertising and ensure that sponsors and advertisers are promoted via the Club Web site and advertising boards displayed at the ground.
  - \* Ensure that promotional signage is displayed within 28 days pf payment be made by a sponsor.
  - \* Provide activity reports to the executive at the monthly meeting.

## **7 ACCOUNTABILITIES**

The Business Development Officer is accountable to the President and the members for

the actioning of their duties and their professional conduct. This position reports to the President.

## Document changes

The Quality Manager will ensure that all controlled copies are effectively updated.

## External documents

At least once each year, the Quality Manager will check to ensure controlled copies of any external documents (e.g. Football Rules) are current. This check will be noted on the cover or label, signed and dated. Where the document held is no longer current it will be withdrawn, and replaced if necessary.

## Revision History

<i>Revision</i>	<i>Date</i>	<i>Author</i>	<i>Notes</i>
1.0	4/11/10	Grant Cawley	Document Original