# Sponsorship Director

## Overview:

The Sponsorship Director of the Forest Ringette Association is responsible for the overall direction of sponsorship funding for the Forest Ringette Association.

## Role and Responsibilities:

* Contact local businesses, including those from previous seasons, before the start of each ringette season for the purpose of seeking sponsors.
* Update the executive and treasurer immediately as sponsors are acquired.
* Coordinate with the social media coordinator regarding social media shout outs, team/sponsor pictures.
* Coordinate with the webmaster regarding sponsors names being displayed on the website.
* Coordinate with the equipment director regarding current sponsors on jerseys.
* Coordinate with the treasurer regarding cheques received from sponsors for the season.
* Submit all expenses to treasurer with an expense report
	+ Stamps, envelopes, ink, etc.
* Create tax receipts for all sponsors and mail out.
* Create and write out thank you cards for all sponsors and mail out.
* Create a monthly sponsorship director report to present at board meetings.