



Business & Facilities Manager

- Shall serve on the Management Committee.
- Shall be responsible for and oversee all service contracts entered into by the Club, including bowls equipment and consumables.

Including:

- Fire extinguishers
- Fire alarm
- Waste collection
- Telephone/Internet
- Insurance
- Utilities
- Green Contractor

Ad hoc:

- Defibrillator
 - Honours Board
 - Shutters
 - Liaising with Green Manager re green equipment/servicing.
- Liaise with Club Treasurer.
 - Shall secure, grow, and manage local business partnerships and financial backing through:
 - **Sponsor Acquisition:** Find and pitch local businesses to secure financial support, Green-side advertising, or event sponsorship.
 - **Relationship Management:** Act as the main contact for sponsors.
 - **Benefit Delivery:** Ensure logos are placed on the club website and/or facilitate physical signage.
 - **Renewal Management:** Contact existing sponsors ahead of each new outdoor season to secure renewals.

Key sponsorship tasks:

- **Pre-Season:** Review sponsorship rates with the club treasurer, and approach sponsors for new season sponsorship.
- **During Season:** Welcome sponsors to open days, tournaments, or club events; coordinate sponsor recognition; and handle day-to-day queries.
- **Post-Season:** Thank sponsors in writing, review total funds raised, and report outcomes to the club management committee.

HE/SHE MAY DELEGATE AS NECESSARY