

Club Team Manager Position Description	
The Marketing and Promotions Officer is responsible for overseeing the implementation of the _____ marketing plan.	
<b>Responsible to:</b>	<p>The Marketing and Promotions Officer is directly responsible to the President of _____ and the members of _____.</p> <p>The Marketing and Promotions Officer may chair the Marketing and Promotions Committee.</p>
Knowledge, Skills, Experience and Requirements	
<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• Time commitment – The estimated time commitment required as the Marketing and Promotions Officer of _____ is _____ hours per week.</li> </ul> <p><i>The time commitment required as the Marketing and Promotions Officer of a club/group varies greatly from club/group to club/group. Smaller clubs may require the Marketing and Promotion Officer to spend only a half hour week or larger clubs one hour per week on club/group related duties.</i></p>	<p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• Can communicate effectively</li> <li>• Is positive and enthusiastic</li> <li>• Is well organised</li> <li>• Has marketing expertise and experience in dealing with the local media</li> </ul>
Responsibilities and Duties – A Checklist for Consideration	
<ul style="list-style-type: none"> <li>• Develop (as part of the club/group plan) in conjunction with the Marketing and Promotions Committee the club/group marketing plan</li> <li>• Work with the Treasurer to develop a budget for the marketing plan</li> <li>• Oversee the implementation of the strategies in the marketing plan</li> <li>• Submit regular reports to the club/group committee</li> </ul>	