



HBNA COMMITTEE ROLE – SPONSORSHIP & SOCIAL MEDIA

JOB TITLE:	General Committee Member	JOB CATEGORY:	Volunteer
REPORTS TO:	Management Committee Members		
POSITION TERM:	2 Years		
APPLICATION TYPE:	Nomination to AGM to vote		

JOB DESCRIPTION

OBJECTIVE

- Provide support to the Management Committee by coordinating sponsorship, grants, social media, and website communication.
- Promote the Association's profile within the community through effective partnerships and communication strategies.
- Ensure Association communication is timely, accurate, and consistent with HBNA policies and objectives.
- Assist the Association to secure financial and in-kind support through sponsorships and grants.
- Contribute to the efficient administrative and social operation of the Association.

RESPONSIBILITIES

Sponsorship & Grants

- Promote the Association sponsorship package to suitable local community businesses.
- Identify, develop, and maintain positive relationships with sponsors.
- Ensure sponsors are invited and welcomed at Association activities, events, and presentations.
- Ensure sponsors are acknowledged and recognised each year (e.g. certificates, social media, signage, events).
- Research, identify, and apply for relevant grants to support the Association's operations, development, and long-term goals.
- Maintain accurate documentation of sponsorships and grant applications for reporting and auditing purposes.



Social Media & Website

- Formulate and implement a communication plan for Association members and the wider community.
- Determine appropriate posting frequency and select the most suitable communication platforms.
- Promote activities, events, updates, sponsors, and newsworthy stories as required.
- Ensure all communication aligns with HBNA's media and photography policy, including use of correct consent and release forms.
- Maintain Association social media channels and ensure website information is current, relevant, and accurate.

General Committee Responsibilities

- Support the President, Secretary, and Management Committee to ensure effective operation of the Association.
- Attend monthly committee meetings and contribute constructively to discussions and decisions.
- Assist with planning, delivery, and review of Association activities, programs, and events.
- Uphold the Constitution, Policies, and Procedures of the Association.

KNOWLEDGE/SKILLS

- Good understanding of communication practices across social media and web-based platforms.
- Ability to develop positive, professional relationships with local businesses and community partners.
- Competence in identifying and applying for community, government, and sporting grants.
- Strong written and verbal communication skills.
- Ability to represent the Association positively in all interactions.
- Organised, reliable, and able to manage multiple tasks and deadlines.
- Familiar with Association operations, values, and goals.

PERSONAL ATTRIBUTES

- Creative and proactive approach to communication and promotion.
- Confidence in engaging with community organisations and sponsors.
- Ability to work collaboratively across all levels of the Association.
- Good judgement and ability to maintain confidentiality when required.
- Approachable, friendly, and dedicated to the success of the Association.

OTHER

- Must have a Working with Children Card (Blue Card)



- Eligible for a National Criminal Police Check
- Must be a registered member of Netball Queensland