

## **JOB DESCRIPTION - PUBLICITY/FUNDRAISING DIRECTOR**

*Updated: February 2020*

### **Enlighten the World**

- ❖ Gather tournament results information including any photos
- ❖ Create article with results, upcoming events, & anything else appropriate for distribution to all LOP residents, not just LOP MGC
- ❖ Submit article by monthly deadline to LOP Admin (Donna Lach)

### **Lead sponsorship fundraising for Invitational tournament**

- ❖ 3 months prior to event, create sponsor letter
- ❖ Provide letter to fellow MGC BOD members for their support
- ❖ Print copies of letter and distribute or e-mail to potential sponsors
- ❖ Follow-up with sponsors, collect checks, deliver to treasurer
- ❖ Provide sponsor list to tournament chairman & VP
- ❖ Create sponsor list banner
- ❖ Send thank-you letters to sponsors

### **Advertise Tournaments**

- ❖ Obtain flyer from Tournament Director & e-mail to MGC members
- ❖ Provide LOP Publicity Director with marquee & Pines Times message
- ❖ Provide e-mail results as appropriate

### **Attend Monthly Meetings**

- ❖ Provide status update
- ❖ Participate/Lead discuss of old and new business
- ❖ Initiate/vote on motions