



Show Organising Committee ~ Portfolio Overview

FUNDING, GRANTS & SPONSORSHIP

This portfolio is responsible for securing financial and in-kind support to sustain and enhance the Show. The aim is to engage businesses, both local and further afield, in supporting the event by covering various major costs incurred.

By fostering strong relationships with businesses, organisations and funding bodies, this portfolio ensures the Show's financial health, enhances community involvement, and delivers an exceptional experience for participants and attendees.

Time Commitment

The time commitment for this volunteer role averages around 4-5 hours per week, though this can vary throughout the year. From April to June tends to be busiest as this is predominantly when support is being sought.

Monthly Committee meetings are held on the second Monday from March to December, usually lasting up to 2.5 hours. All Committee members are encouraged to do a bit of light reading and note-taking beforehand, to help meetings run smoothly and efficiently.

In the week leading up to the Show, there's a significant amount of work to be done. Committee members and casual volunteers will come together to tackle various tasks, ensuring everything is ready for a successful Show Day.

Portfolio Responsibilities

- Follow the event timeline and submit monthly updates to the Committee.
- Ensure expenses and income are in line with the allocated budget and recorded via the Treasurer.
- Research and identify relevant grant opportunities, submit applications that align with the grant criteria and the Show's objectives.
- Maintain the Society's sponsorship package and actively approach local and regional businesses, as well as larger organisations, to secure sponsorships for major costs such as entertainment, infrastructure, and awards.
- Build and maintain strong relationships with sponsors, ensuring their experience is positive and mutually beneficial. Develop long-term partnerships to ensure the financial sustainability of the Show.
- Promote the Show as a valuable community asset worth supporting, highlighting its positive impact on local culture and economy.
- Maintain accurate records of funding received, sponsorship agreements, and grant applications, provide supporters with updates on how their contributions are utilised, ensuring that all supporters are appropriately acknowledged and thanked, both publicly and privately.
- Evaluate past efforts and identify new opportunities for securing support.

Portfolio Skills

- Comfortable using technology, including Microsoft Office (Outlook, OneDrive, Word, and Excel). Experience with Mail Merge is a bonus.
- Skilled at promoting opportunities and communicating clearly with potential advertisers, sponsors, and donors. A strong network is a plus.
- Detail-oriented to ensure all content is accurate and shared with the right Committee members on time.
- Confident with budgets to effectively manage the financial side of the role.
- Passionate about the local community and excited to make a positive difference.

Timeline & Tasks

February (*post meeting*)

- If possible, liaise with last year's portfolio coordinator for a handover.

March (*post meeting*)

- Update Opportunities document.
- Advertising, Donation and Sponsorship Opportunities information shared to collated contact list (support the Administration Officer to undertake this). Reply deadline is 31 May.

April

- Research, submit, liaise applications.

May (*deadline is 31st*)

- Follow up (email and/or phone and/or in person) with outstanding offers of support.

June

- Ensure all monies have been received (or have been invoiced).
- Share information with relevant Committee members to ensure appropriate acknowledgement as per Opportunities document (ie Web / Facebook / Schedule / Letterhead / Morning Tea).
- Ensure all supporters have received a confirmation and a thank you!

September

- Collect sponsor signage for Show Day.

Show Week

- Assist as per task list.

October (*post Show*)

- Provide list to Admin, for thank you letters.

November

- Prepare summary for final meeting, noting any issues and recommendations for next year.
- Assist with Volunteer Thank You event (Saturday following the second Monday in November).
- Update this document, and any relevant supporting documents for next year:
 - Spreadsheet
 - Opportunities document
 - Contact List (in collaboration with Administration Officer)