

SPONSORSHIP COMMITTEE JOB DESCRIPTION



NAME OF THE COMMITTEE: Sponsorship Committee

PURPOSE:

- To promote the sponsorship program to business concerns in our industry
- To support the organization fiscally through this program
- To offer continues opportunities and exposure to the sponsors

ORGANIZATIONAL STRUCTURE:

- Co-Chairs
- Member Volunteers

MEETING SCHEDULE:

- Fall meeting to reach out to potential sponsors
- Two follow up meetings in December and January
- Meet as needed to determine Sponsor of the Year

GENERAL TIME COMMITMENT: 20-24 hours per year

COMMITTEE TASKS/DELIVERABLES DURING A YEAR:

- Provide 5 Presidential Sponsorships
- Provide Vice Presidential Sponsorships
- Provide Directors Sponsorships
- Evaluate Sponsorship program, benefits, and fees
- Review brochure and determine levels
- Determine and vote for Sponsor of the Year

COMMITTEE MEMBER RESPONSIBILITIES:

- Attend and participate in meetings
- Provide feedback and suggestions for program benefits
- Seek out new sponsorship opportunities/firms
- Follow up with firms to solicit potential sponsorships

CHAIR(S) RESPONSIBILITIES:

- To facilitate meetings
- Reach out to prospective sponsors
- Follow up with Thank you notes and/or notice of appreciation
- Set up and inform all members of the needs and responsibilities
- Work with executive director on sponsors to be invoiced and collections
- Attend Board/Committee Chair Meetings and provide updates (Four per year)
- Prepare Committee Annual Report
- Present Sponsor of the Year Award at Annual Meeting

MINIMUM EXPECTATIONS FOR PARTICIPATION:

- Participate in 75% of meetings held
- Volunteer at Summer Expo