



### **Board Role Description**

**Position:** Director of Sponsorships

**Reports To:** Treasurer

**Position Summary:** Oversight and management of chapter sponsorship strategy. Responsible for soliciting and fulfilling sponsorships for chapter events. Ensure sponsorships for events support budgeting goals in partnership with the board.

#### **Specific Responsibilities:**

- Attend all board meetings/calls and provide report of responsibilities
- Oversight of sponsorship committee with Treasurer
- Ensuring annual sponsorship goals are met. Includes development/maintaining of sponsorship prospectus for events, sponsors lists and contacts, history of sponsorship and recommended budgeting of sponsorship items.
- Ensure fulfilment of sponsorships packages as applicable to include maintaining sponsorship agreements, assets for sponsors and follow up after.
- Recruit future board members through succession planning processes