

Reports To: President and Board

Prerequisites:

1. Must be a Professional Member in good standing.

Job Description:

The Vice President of Sponsorship shall be responsible for creating and distributing sponsorship letters and applications. He/she will create and maintain a spreadsheet of sponsor company names, contact information and donation allocations. He/she shall distribute sponsorship acknowledgement letters to sponsors thanking them for their contribution and indicating their sponsor level. He/she shall provide accurate sponsorship listing to all event chairpersons at their request and ensure that all sponsors are included in the mailing list.

Committees:

Contact w/ all Event Committees  
Sponsorship Appreciation Event (Chair)

Responsibilities:

1. Provide accurate sponsorship listing to all event chairpersons at their request.
2. Prior to sending out any mailings or communications, you must submit a copy to the VP of Communication for approval.
3. Shall assist soliciting monetary donations for any activity that is an expense to the Chapter.
4. Shall coordinate with Event Chairpersons on the solicitation and documentation of event hosts.
5. Shall serve as Chairperson for Sponsorship Recognition Event.
6. Follow up on all Chapter Sponsorship incentives and make sure they are

fulfilled.