

SPONSORSHIP CHAIR

The Sponsorship Chair is charged with generating corporate sponsorships to fund Women In Healthcare's operations and activities.

Responsibility and Authority:

The Sponsorship Chair will report to the Chapter President and the Executive Committee. The Sponsorship Chair is a voting member of the organization.

Term:

The sponsorship chair will serve 2 years on the board.

General Duties:

- Develops ideas and strategies for the Chapter annual sponsorship drive; evaluates past sponsorship programs and develops new approaches; reviews other Chapters' and organizations' sponsorship programs in order to identify best practices.
- Drafts an engaging sponsorship package broken into appropriate levels (i.e., platinum, gold and silver) for yearly sponsorship.
- Works with other Board members to generate an expansive contact list including all members, prospects and vendors.
- Serves as the Chapter's lead contact with current and potential sponsors. Requests the aide of the Chapter President and other Board members as needed for securing sponsorship commitments.
- Ensures all sponsor commitments are met (signage, logo exposure, web site exposure, etc.) by working with the Director of Communications.
- Ensures that all required sponsor promotions are present at each Chapter event.
- Coordinates with Chapter's "print" sponsor to design and make available at programs a "sponsorship" poster board with program title, speakers and sponsors' logos listed.
- Prepares a budget for his/her Chapter responsibilities for the Chapter Treasurer to be submitted by the beginning of the term.
- Assists in securing a Photographer and any other in-kind sponsorship as needed for the Chapter and ensures that in-kind sponsor commitments are met.
- Manages both yearly chapter sponsors as well as Female Leadership Summit Sponsors.

Time commitment:

The Sponsorship Chair should anticipate spending approximately 3 hours a week on Women In Healthcare affairs. This may be spent attending board meetings, recruiting sponsors, coordinating with communications and other tasks as they arise.

Legal commitments:

Upon appointment, the Sponsorship Chairs is responsible for reviewing and signing off on organizational bylaws.

Qualifications / Skills Requirements:

The individual in this role should be one who is passionate about the mission and purpose of the organization. An individual with a networking and understanding of the industry would be strongly preferred.