

SPONSORSHIP COORDINATOR POSITION DESCRIPTION

The Sponsorship Coordinator is responsible for soliciting funds from potential sponsors. These funds are used to enhance the content of the conference, to support special events, and to allow for more notable keynote and session speakers.

Sponsorship will be handled discreetly and will not in any way jeopardize the integrity of the conference content or threaten the mission of the organizing bodies.

The Sponsorship Coordinator works closely with the Exhibits Coordinator and the Treasurer. The Sponsorship Coordinator is always in contact with the co-chairs of the planning committee.

Key duties and responsibilities

- ?? Establishes, in coordination with the CPC, policies governing Sponsorship
- ?? Develops, in coordination with the CPC, timelines for the soliciting of funds from potential sponsors
- ?? Notifies potential sponsors of the Conference
- ?? Maintains a mailing list of potential sponsors
- ?? Coordinates sponsorship signage at the Conference
- ?? Ensures that sponsors are acknowledged before and during the conference

At the Conference

- ?? Meet and thank all sponsors who are in attendance
- ?? Ensure that all signage is in place and visible in a timely manner (Also remembers to take it down!)

Budget

- Signs
- Mailing costs
- Stationery
- Telephone

Reports

Submit a report at each Planning Committee meeting

May 29, 2000