



---

## SPONSORSHIP CHAIR JOB DESCRIPTION

### Position Summary:

Sponsorship Chair is responsible soliciting sponsorships for the Local CnC Event(s), both cash and in-kind sponsorships.

### Responsible To:

Event Chair(s)  
National CnC Staff

### Responsibilities:

- Work with National CnC Staff to ensure most recent contract format is utilized
- Work with National CnC Staff and Marketing Chair to ensure regional and national sponsors are getting appropriate opportunities for respective levels
- Update sponsorship solicitation letter, and include one sheet with deadlines and expectations. Also include a signature line to letter to make it easier for sponsors.
  - Have letter approved by Committee
- Form a sub-committee to call, email, or conduct in-person visits to existing and potential sponsors
- Call, email, and/or mail confirmation to sponsorships once contracts are completed
- Confirm company/business names are spelled correctly
- Receive company logos from all appropriate sponsors
- Solicit giveaway basket(s) donations
- Update and send out evaluation forms to sponsors after event(s)
- Review evaluation forms from previous year, make changes, and have approved by committee to send to current sponsors
- Submit list of sponsors, including logos where applicable, to Marketing Chair, Website Coordinator, and CnC National Staff
- Work with Treasurer to send Thank You and IRS letters after event
- Analyze completed sponsorship evaluations
- Attend majority of Symposium Board Meetings.
  - If you cannot attend a Symposium Meeting, please inform the Chair in advance
- Make announcements, as needed
- Participate in the development and implementation of strategic short-term and long-term planning for Local CnC
- Complete other assignments as requested by the Chair(s)

Revised 11/2014