



montana chapter

JOB DESCRIPTION PAST PRESIDENT/SPONSORSHIP CHAIR

General Description:

In the role of Sponsorship chair, the Past-President is responsible for contacting sponsors at the beginning of each fiscal year and in conjunction with the Secretary/Treasurer, send invoices and secure payments for annual sponsorship levels. The Past-President also monitors the receivable amounts and contacts vendors delinquent on payments. Prior to conferences, the Past-President will work to get sponsors registered for the conference and provide them with information regarding the conference, assign tables at the trade show, answer questions and solicit input for future success. The Past-President also solicits new vendors to maintain a revenue stream for the chapter.

Term:

One Year

Time Commitment:

20 hours per year mostly invoicing and working with the sponsors for the conferences.

Goals, Objectives, and Responsibilities:

- Attend Board meetings.
- Attend chapter strategic planning session.
- The Past-President serves as the sponsorship chair as well as assisting the President in planning and coordination.
- Add other duties or responsibilities specific to your chapter.
- Ensure that all deposits are made on a timely basis with appropriate back-up and receipt.
- Prepare and deliver a Financial Report at each Board of Directors meeting.
- Add other duties or responsibilities specific to your chapter.
- Serve as the Co-chair of the Program Committee, focusing on the facility side.
- Work with the Board to identify and sign contracts for future conference locations and facilities.
- Past President is also to mentor the current president for the future year when they will be Past President/Sponsorship Chair.



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Timeline/Procedures:

- By June 30th, invoices should go out to all previous year sponsors asking them to renew
- Sponsorship fees should be paid by October 1st if they plan to attend the fall conference and chair will need to monitor fall registrations to ensure that sponsors are not registering as a member instead of paying their fees
- Sponsorship fees should be paid by April 1st, if they plan to attend the spring conference and chair will need to monitor spring registrations to ensure that sponsors are not registering as a member instead of paying their fees. We do not pro-rate fees for sponsors that only attend the spring conference.
- Email platinum and above sponsors for their request on placement of booths prior to the conferences
- Coordinate table space and vendor layout at the conferences
- Prior to each conference send out attendee list (matches national guidelines of not including phone numbers)