

**Sponsorship Committee Chair**  
Appalachian Chapter of Central Pennsylvania  
Healthcare Financial Management Association  
*Updated: January, 2003*



**BOARD LIAISON** – Vice President-Member Services

**GENERAL DESCRIPTION**

The Sponsorship Committee has the responsibility to coordinate Chapter sponsorship activities including identifying potential sponsors, administering details of publications and making sponsors feel their financial support has value.

**DUTIES AND RESPONSIBILITIES OF THE COMMITTEE CHAIR**

**GENERAL**

1. Preside over Committee meetings.
2. Assist in recruitment of members for Committee.
3. Regularly report the status of goals and objectives and committee activities at Board meetings.
4. Maintain records, checklists and other resource information to provide for effective functioning of Committee.
5. Assist in transition of new Chairperson as necessary.
6. Provide to the President a one-half to one page summary yearly of Committee activities, highlights and achievement of goals and objectives, by April 1st for Annual Report.
7. Provide information related to Committee activities to newsletter.
8. Attend Board meetings and Chapter educational events whenever possible.

**SPECIFIC**

1. Organize Sponsorship Campaign every May.
2. Work with members of Chapter to identify candidates for program sponsors and coordinate efforts to approach candidates.
3. Produce 10% increase per year minimum in number of sponsors.
4. Make all chapter officers, directors, and members aware of current sponsors and assist in working to make sponsors feel their financial support has value.
5. Work with Program Committee to utilize sponsors as speakers consistent with a non-sales oriented, high-quality education approach.
6. Work with Membership Committee to identify potential members in sponsor organizations.
7. Ensure sponsor list is updated by August 30 to facilitate directory publication.
8. Send sponsor names to treasurer to update sponsor board for first meeting in chapter year.
9. Coordinate the collection of sponsor revenue and forward to treasurer.
10. Establish sponsor revenue levels consistent with desired overall revenue yet providing incentive for new sponsors.
11. Coordinate sponsor listing and with newsletter committee for publication in the chapter newsletter.

**TERM**

One Year