



Sponsorship Committee

Role Outline and Descriptions

Purpose: To have a clear indication as to what each role within the sponsorship committee is responsible for. To delegate tasks, time commitments, etc ... appropriately. To have a prepared document available for easy on-boarding of new committee members.

Team Roles

VP(s) of Sponsorship

- Responsible for sending reports and sponsor updates to president.
- Responsible for leading the strategy on sponsorship initiatives and delegating tasks appropriately.
- Responsible for pulling all reports (if necessary) and sending to appropriate committee members.
- Responsible for obtaining in-kind and for money sponsorships for events and other necessary initiatives to aid AMA Omaha in being a successful chapter.
- Must act as the “relationship manager” by continuously building sponsor relationships and maintaining contact throughout year(s).
- In charge of writing “thank you” notes for each sponsorship.

Sponsorship Acquisition Chair

- In charge of primarily assisting VP in sponsorship acquisition.
- Maintain working spreadsheet of contacts to reach out to, those who have sponsored, etc...
- Research companies and organizations for sponsorship inquiries.

Account Manager

- Relay information from acquired sponsorship to appropriate teams (such as communications, programming, president).
- Gather necessary information from sponsor to fulfill our promise.
- Ensure completion of task list from both AMA teams and sponsors.
- Reports to VP of Sponsorship

Board Member Time Commitments

Outside of the responsibilities described above, board members must:

- Attend monthly board meetings (once a month 4:30-5:30pm)
- Attend yearly retreat (usually in June for AMA Omaha board members)
- If available attend regional retreat (typically in November)
- Additional 2-3 hours per week for responsibilities and team meetings