

Sponsorship Committee Responsibilities

The Sponsorship committee is responsible for implementation of the annual sponsorship campaign as well as maintaining relationships with the existing sponsors throughout the year. The Sponsorship committee runs the annual fund raising program based on a budget goal established by the board at the annual planning session. This committee engages all board members in this process by maintaining a Target list of companies for each board member. In addition, they track commitments, issue updated reports, help with invoices, letters and other collateral material.

The sponsorship is made up of a number of different streams

- One Big Day
- Summer Party
- Christmas Party
- Annual Awards event
- Annual Sponsorship each with its own targets and delivery
- UK Chapter Research

Responsibilities

- To report on all sponsorship matters relating to CoreNet UK Chapter and provide income to the UK Chapter that is agreed with the board on an annual basis
- To produce a monthly update of positions to feedback to monthly board meetings
- To build long term relationships with sponsors encouraging them to continue sponsoring CoreNet UK Chapter
- Create a target List and actual list of sponsors for each channel to market as above
- Create Marketing collateral for each stream for each year
- Deliver information on each to market via website and social media and other communications channels
- Liaise with leaders of each stream and attend meetings as necessary to ensure requirements are met
- Liaise with Events management company (SAS) on all sponsorship matters to ensure website information is correct
- Ensure Sponsors logos are represented at every opportunity and presentation
- Ensure Sponsors are informed of all publications and feedback
- Review all packages with sponsors post events to ensure client satisfaction
- Attend events and promote Sponsorship opportunities to everyone
- Produce letters of agreement and send to all sponsors of all events
- Produce invoices for the sponsorship and deliver to sponsors
- Produce all necessary information to CoreNet accountants and Finance officer

Support

This will be achievable with a young leader to support and clearly the support of the operations committee where relevant.