

IMSS Planning Committee Sponsorship Committee Chair POSITION DESCRIPTION

PURPOSE

- Coordinate the sponsorship activities for IMSS
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TERM

- 2 years, serving as Sponsorship Co-chair in year one and Sponsorship Chair in year two
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QUALIFICATIONS

- ASCLS Professional or Emeritus membership and reside in Region VIII
 - Recommended experience that would be helpful to someone holding this position:
 - Previous experience serving on conference planning committee at the state or regional level.
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DUTIES

- Responsible for contacting potential sponsors, supplying them with information about the seminar and functions needing sponsorship, and requesting contributions. An attempt should be made to obtain sponsors for all speakers and social events, and possible door prizes for social functions.
- Coordinate with program chair to determine the speakers needing sponsorship and their expenses.
- Coordinate with social chair to determine the financial amounts needed to sponsor each social event.
- Coordinate with Exhibit chair to determine which companies are exhibiting at the seminar, and are thereby eligible to donate materials with their name or logo on them. Obtain list of potential exhibitors from Exhibit chair to contact for sponsoring events.
- Contact potential company sponsors. Complete the appropriate sponsorship request forms in a timely manner in order to obtain

sponsorship dollars. Send all financial donations received to the finance chair on an ongoing basis.

- Contact potential donors of materials to be included in the registration packets.
 - Bring all materials collected for the registration packets to the IMSS.
 - Prepare a complete list of all sponsors of the seminar and send to the Publicity chair to be included in the seminar program booklet mailer, and a final complete list for the attendee meeting packets.
 - With the Publicity Chair, must be available at all times during set up and Exhibit hours to help the Exhibits Coordinator.
 - Send "Thank You" Letters/Certificates to all sponsors at the seminar. With the Exhibit Chair, write "thank you" notes/Certificates to each exhibitor at the seminar, and include a list of the current year's registrants (obtained from the Registration Chair).
 - Prepare periodic reports of activities for the Planning Committee and the Region VIII Council. Prepare a final report for the planning committee following the seminar.
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EXPECTATIONS

- Meeting attendance & Travel requirements: Attend all planning committee meetings, attend IMSS
 - Reports: monthly reports to planning committee; final report to IMSS General Chair after completion of conference
 - Deadlines: as needed for a successful meeting
 - Average time commitment: Approximately 4-6 hours per month until about 2 months prior to the conference, then time commitment increases according to planning needs.
 - Financial considerations: Lodging is reimbursed 1/2 night at Snow King, or 100% if using a planning committee condo; each committee is allowed one complimentary registration (if 2 chairs, each is allowed 50%)
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RESOURCES

- Mentors: Region VIII Director, past IMSS Planning Committee chairs, past IMSS planning committee members
 - Materials: Green Book folders in Box shared IMSS folder
 - Helpful Hints & suggestions: Good communication skills and organizational skills
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BENEFITS

- Contributions to the profession: Coordinate with the planning committee to obtain sponsorship donations for IMSS.
- Skills developed/enhanced: communication, oral and written, in working with industry partners and community partners
- Contacts / networking opportunities: Meet and develop relationships with colleagues throughout Region VIII and with industry and community representatives
- Travel opportunities: Jackson, Wyoming