

Model Chapter Policy and Procedures  
International Interior Design Association

**SECTION III - APPENDIX F; F.12**

**Chapter Logo**

**VICE PRESIDENT OF SPONSORSHIP & FUNDRAISING**

<b>Reports To:</b>	President and Executive Board of Directors (VP's)
<b>Commitment:</b>	2 year term (Can be renewed at the discretion of the Executive Board of Directors for terms not to exceed 1 year)
<b>Prerequisites:</b>	Must be an active member of IIDA North Florida Chapter or willing to obtain membership prior to July 1 of calendar year.
<b>Job Description:</b>	The <i>Vice President of Sponsorship</i> shall be responsible for creating and distributing sponsorship letters and applications. He/she will create and maintain a spreadsheet of sponsor company names, contact information and donation allocations. He/she shall distribute sponsorship acknowledgement letters to sponsors thanking them for their contribution and indicating their sponsor level. He/she shall provide accurate sponsorship listing to all event chairpersons at their request and ensure that all sponsors are included in the mailing list.
<b>Committees:</b>	<i>Formed by the VP of Sponsorship and shall serve on or oversee as needed or required. Committees to be formed on an as need basis at the determination of the VP of Sponsorship or the Executive Board of Directors.</i> Annual sponsorship (chair) Sponsorship Recognition Event (chair) Events (maintain contact or serve)
<b>Responsibilities:</b>	<ol style="list-style-type: none"><li>1. Create annual sponsorship package and present to Executive Board of Directors for approval.</li><li>2. Work with VP of Communications for distribution of annual sponsorship package</li><li>3. Maintain database of annual sponsorship logos and master sponsorship list</li><li>4. Provide accurate sponsorship listing to all Event Chairpersons at their request.</li><li>5. Shall coordinate with Event Chairpersons on the solicitation and documentation of events hosts.</li><li>6. Shall serve as Chairperson for Sponsorship Recognition Event.</li></ol>

