



Committee Job Descriptions

Directors & Chairs

*****Due for 2024 Elections || March 31, 2024***

1. Title – Sponsorship Committee Chair
2. Committee Basic Information & Mission – Fundraising arm of CREWBaltimore to assist in supporting the fantastic programs of the chapter.
3. Expectations/Summary of the Role – The Sponsorship Committee chair works closely with the Sponsorship Committee Director and CREWBaltimore Administrator to ensure annual and program sponsors are invoiced by Chapter Network, pay their invoices, and are made aware of their sponsor benefits.
4. Duties/Responsibilities – assist committee members in dispersing communications to “annual sponsor buddies” about upcoming programs, coordinate tracking of sponsor commitments and payment, usage of benefits such as comped event registrations, Leadership Summitt, Conversations over Coffee events, and membership. Coordinate monthly sponsorship committee meeting and create agenda and action items.
5. Qualifications/Skills Needed/Desired – detail oriented, leadership to ensure committee members are engaged, organizational skills to ensure sponsors are tracked from interest to payment to benefits provided. There are a myriad of other useful skills, but these are likely the most important.
6. Necessary Consideration Requirements – a time commitment of on average 3 hours per month, but may be more during annual sponsorship drive