



## **Sponsorship Chair**

### **Volunteer Position Description**

*Application Period: October 15 - November 5, 2025*

This position is a 3-year volunteer commitment. The Sponsorship Chair will report to the President-Elect and Executive Vice President for Finance. The term runs from **November 2025 through July 31, 2028**.

The ideal candidate for the Chair would be a member who:

- Has experience with spreadsheets and data management;
- Be skilled at building and maintaining relationships with vendors (such as sponsors, exhibitors, and advertisers);
- Has strong communication skills, especially written;
- Has a strong understanding of the mission and values of International ACAC;
- Wants to support meaningful and impactful professional development.

The Sponsorship Chair will work closely with the President-Elect, Executive Vice President for Finance, and International ACAC Headquarters staff. The anticipated time commitment is **3-8 hours per week**, with an increased level of work approaching the annual conference each July.

The Sponsorship Chair will review all exhibitor, sponsorship, and advertising applications and provide recommendations to the Leadership Team. The Chair will manage documents and data from sponsors, exhibitors, and advertisers.

## **General Description of Responsibilities**

### **I. Terms of Service**

- A. Length of service is three (3) years.

- B. Must be available for weekly work and occasional meetings throughout the year, especially between February through the conference in July.
- C. Must have reliable access to the internet.
- D. Must have access to Google Drive, as most information is shared and worked on collaboratively in this format.
- E. Available to attend the International ACAC Annual Conference and travel to the conference location, arriving prior to the start of the conference on Tuesday.
- F. In the event that the International ACAC Leadership Team finds that the Chair fails to satisfactorily fulfill all duties of the position, they may be terminated from the role.

## II. General Expectations/Responsibilities

The duties of the position are not the sole responsibility of the Chair. The Chair will have oversight, but will work closely with Headquarters staff and members of the Leadership Team to facilitate each of their responsibilities.

- A. Communicate with the President-Elect, Executive Vice President for Finance and International ACAC Headquarters (HQ) staff on a regular basis to coordinate and to provide updates. Provide final recommendations for exhibitors, sponsors, and advertisers.
- B. Manage a shared Google Drive folder, including creating folders for the upcoming conference, copying and updating documents into the folders, and managing permissions for folder access.
- C. Coordinate publicity with HQ and the Communications Committee
- D. Coordinate with HQ on applications, selections, and document submissions.
- E. Follow the annual planning calendar and ensure task deadlines are met.
- F. Ensure all payments are received before the starting date of the annual conference.
- G. Update and distribute
  - 1. An exhibitor evaluation survey, and;
  - 2. A prospectus for future sponsors and exhibitors.