

Richmond Chapter ISCEBS

Board Position Overview

SPONSORSHIP CHAIR

- Responsible for soliciting sponsorships from benefit (health and welfare and retirement) vendors in an effort to help support the chapter. Sponsorship recognizes the importance and complexity of the benefits field today and the need for continuing education of benefits professionals. The contributions of the sponsors allow the chapter to maintain more reasonable seminar charges so that benefit professionals from a wide array of organizations will be able to attend.
1. Review sponsors from previous year list and update with new organizations. Add new vendors and ensure current contacts are correct.
 2. Send out request letter or email to prospective sponsors and request either a half-day or full-day session donation
 3. Coordinate with Treasurer to track when donations have been received
 4. Send thank you letter upon donation receipt
 5. Periodically follow up with sponsors that haven't responded to original request and ask them to consider sponsoring
 6. Report proceeds at each CEBS meeting
 7. In conjunction with the board, establish the educational initiatives for the year.