



Terms of Reference for Sponsorship Committee

The Sponsorship committee is responsible for overseeing the procurement of a number of companies/organizations to provide sponsorship for the annual CaSPR Conference at a variety of sponsorship levels.

Responsibilities:

- Collect sponsor demographic information and send invitation package inviting them to participate as sponsors. Do proper follow up to answer any questions and discuss features and benefits of sponsorship.
- Support Vice Chair and/or Chair with sponsorship requests as required.
- Once confirmed, request logos and advertisements (if applicable) and communicate level of sponsorship with Conference Committee including individual needs re space, electrical, internet, etc.
- Request CaSPR treasurer to prepare appropriate invoices
- Coordinate signage for the conference including any table top signs
- Ensure sponsors are integrated into the conference appropriately.
- Work with conference committee and sponsorship reps to support shared goals.
- Prepare thank you letters for sponsors after the Conference inviting them to next year's event and asking them for feedback.

Reporting Relationship:

The committee reports through the Committee Chair to the Board. The committee submits monthly reports to the Board via minutes of meetings.

Membership:

- The total members shall not exceed 10, including the Committee Chair
- Appointments are determined by the Chair and the Board;
- CaSPR Chair is an adhoc member of the committee;
- Any committee member may resign upon written notification to the Committee chair

Voting Rights:

Each committee member is entitled to one vote on all matters coming before the Committee.

Meeting Schedule:

Monthly at the call of the Committee Chair

Format: Via Zoom

Initially approved by the CASPR Exec: January 21, 2021

Last modified/updated:

Last approved by the CASPR Exec: