Outreach Director

Director-At-Large; 1-Year Term

The Outreach Director is responsible for planning all special events and securing all sponsors, including annual sponsors, and is the chapter liaison for the planned special events and sponsorships.

Duties and Responsibilities

- Attends all monthly board meetings, luncheon programs and other chapter events.
- Recommends sponsorship structure and associated pricing to the board.
- Appoints Sponsorship Manager to oversee the following task. Have this person approved by the board. Work closely with the sponsorship manager in all aspects of the sponsorship tasks.
    - Secures presenting/annual/educational/luncheon sponsors for the year.
    - Communicates regularly with President-Elect and President to identify events that require sponsorship.
    - Manage and coordinate all sponsorship documents with sponsor firms and other organization directors (retrieve logos, have agreement signed, ensure invoices are sent out).
    - Coordinates with the Communications Director for needed sponsorship signage and collateral material.
    - Responsible for ensuring that all sponsorship signage is correct and in place before the attendees arrive at the event.
    - Coordinates with the sponsors regarding company representative at program “pre-lunches”.
- Drafts a budget and conceptual plan of special event initiatives (happy hours; fiesta party; e-week mixer; project tours; etc.) for the upcoming year.
    - Should have an idea of special events for the year prior to first board meeting.
- Appoints Special Events Manager to oversee the following task. Have this person approved by the board. Work closely with the Special Events Manager in all aspects of their assigned tasks.
    - Plans and executes special events throughout the year.
    - Coordinates with the Communications Director and Sponsorship Manager for any needed invitations or signage for these events.
    - Secures venue, attendees, handouts, and food for special events.
    - Coordinates closely with Programs Director for project tour events.

Committee

The Outreach Director has a committee to assist in carrying out their duties and responsibilities.

Reporting

- File Outreach Report with National by September 30 deadline.