



**MPWGA  
Board Position Job Description**

**Reviewed: February 2019**

**Position: Sponsorship Chair**

**Purpose:**

The Sponsorship Chair shall promote and develop outside sponsorship of the MPWGA to support tournaments, events and items that provide support to all members. She shall be the primary MPWGA interface with sponsors and coordinate to ensure the Association fulfills its obligations to the sponsors.

**Essential Functions:**

1. Recommend Sponsorship levels and pricing each year for approval by the MPWGA Board.
2. Review sponsor entitlements each year, making necessary adjustments to ensure the most appropriate benefits for both the sponsors and the MPWGA.
3. Contact all sponsors in a timely fashion to renew their sponsorship toward the end of each year.
4. As sponsorship openings occur, recruit new sponsors for the MPWGA.
5. Communicate throughout the year with the sponsors, thanking them for their sponsorship and keeping them abreast of any new benefits or plans for the following year.
6. Ensure all obligations are met throughout the year, including but not limited to, signs on golf course, website and newsletter items, recognition at lunches and publicity.
7. Recommend to Board uses for the Sponsorship money.
8. Keep the financials/budget of the Sponsorship funds and coordinate with the Treasurer.

9. Participate in the annual budget process and maintain accountability for actual expenses associated with this position.
10. Train the person who succeeds you in this position and any new members of the sponsorship committee.