

Sponsorship Coordinator Policies & Procedures

Term of Office: June 1 – May 31

- Serve on the Executive Board and attend all Executive Board meetings. (In the case of co-coordinators, they may wish to alternate their Board meeting attendance.)
- Submit reports to the Secretary at least one week prior to each Executive Board meeting. In addition, post reports routinely to the appropriate AWA digital location. A paper copy may be kept to pass on.
- Shall update and maintain the policies and procedures for the position of Sponsorship Coordinator. These shall be posted in the appropriate AWA digital location. A paper copy may be kept to pass on.
- Shall be informed about the organization, its issues and connection with the members and community.
- Use the Board email system as the primary tool to communicate with members of the Board.
- At beginning of term, review AWA sponsorship levels and work with the Executive Board to make any required changes. Maintain this document on the appropriate AWA digital location for distribution to potential sponsors and update it as necessary throughout the term.
- Sponsorship contract renewal negotiations should begin in March/April (or as detailed in each contract) for the next fiscal year. Contracts should run June 1- May 31 if possible.
- Seek out sponsorship and partnership opportunities for AWA within the Jakarta community and coordinate with other AWA Board members and the broader AWA community to identify opportunities.
- Prepare sponsor agreements or contracts based on agreed terms between AWA and the sponsor. The agreements should specify monetary or in-kind donations that will be provided and, if appropriate, specify dates of events. Liaise with Secretary regarding any specific event dates included in sponsorship agreements.
- Develop and maintain a sponsorship tracking sheet that is accessible on AWA's appropriate digital location to ensure all agreed terms are being carried out.
- Ensure that sponsors are given the appropriate recognition at events, meetings, in AWA's newsletter, and on AWA's website and that sponsor logos are displayed as agreed in the contract.

- Liaise with other AWA Board members and sponsors to secure monetary, service, and prize donations for various events. If needed, develop tiered sponsorship standards for each event to ensure all sponsors are publicly and appropriately acknowledged based upon their respective donation.
- Coordinate with the AWA treasurer and other Board members to determine and obtain necessary donations of funds and that all necessary invoices and receipt of payment have been sent.
- Serve as a member of the Finance Committee.
- Attend monthly coffee morning programs, sponsor programs, as well as Newcomer, Regular, Special and Annual Membership Meetings.
- Submit a year-end report by May 31 to the Secretary. This should also be posted to the appropriate AWA digital location. A paper copy may be kept to pass on.
- Shall support all Special Events of the AWA.
- Coordinate with the Treasurer regarding your budget and financial reports. Arrange for cash advances ahead of time.