

## **Section 7. Chair of the Corporate Relations Committee**

### ***General Responsibilities:***

He or she shall:

- ◆ Raise non-dues revenue for NDAPA.
- ◆ Work closely with the Continuing Education Committee on the logistics of the Exhibit Hall and exhibitor appreciation events and with companies that wish to sponsor speakers or other events (e.g., meal functions, breaks) at NDAPA CME conference.
- ◆ Serve as a liaison with pharmaceutical companies for sponsorship in support of NDAPA's activities (e.g., corporate membership, newsletter and membership director sponsorship).
- ◆ Develop/maintain NDAPA's corporate associate program (CAP) and supporting documentation (brochure, membership packet) as a way to recognize the unique partnership between NDAPA and the health care industry.
- ◆ Write letters inviting/encouraging companies to join NDAPA's CAP, thank-you letters after they join, reminder letters at the end of the year, and requests for special funding such as newsletter sponsorship.
- ◆ Encourage companies to give unrestricted grants to NDAPA.
- ◆ See that the corporate support database is kept current.

### ***Committee Responsibilities:***

He or she shall:

- ◆ Implement (through approved written recommendations) the Board of Directors charges to the committee.
- ◆ After reviewing the charges from the Board of Directors for the year, prepare a yearly committee budget to be approved by the Board of Directors.
- ◆ Report back to the committee the decisions of the board that may affect the committee's work or activities.
- ◆ Provide leadership to the committee.
- ◆ Provide oversight of committee functions.
- ◆ Appoint committee members.
- ◆ Solicit new volunteers to serve on the committee.

### ***Attendance Responsibilities:***

He or she shall:

- ◆ Attend and facilitate all committee meetings.

- ◆ Miss no more than one Board of Directors meeting.
- ◆ Attend Leadership Retreat/Strategic Planning Session.

*This position will require approximately 2-10 hours a month. Skills/experience needed to successfully serve in this position include the following:*

- ◆ *Interest in fund-raising*
- ◆ *Comfortable soliciting contributions*
- ◆ *Prior committee member experience (recommended)*
- ◆ *Communication Skills*
- ◆ *Diplomacy Skills*
- ◆ *Leadership Skills*
- ◆ *Administrative Skills*