



Sponsorship & Fundraising Director

Summary: The Sponsorship & Fundraising Director focuses on raising funds and secures sponsorship for all Society activities.

Guidelines

- Each Director has assigned responsibilities relevant to their discipline
- Directors are responsible for fulfilling the responsibilities
- The Administrator supports the Board of Directors as detailed below
- Directors are responsible for dedicating their time to their relevant action items and present their progress at monthly Board meetings and updates to the rest of the Board of Directors

Responsibilities

- Generate substantial annual revenue and foster CISHRP's overall financial health
- Identify, qualify, cultivate, and solicit major individual donors, corporate, and/or foundation sponsorship
- Proactively reach out to possible sponsors for all major events, including the Annual Conference, Gala CAHRE Awards and any smaller events as required
- Establish and build strong relationships with sponsors
- Collaborate closely with the President, Vice President and Treasurer on event specific sponsorships and contracts
- Responsible for presenting updates during monthly Board Meetings - if not present, responsible for pro-active communication of topics (at least 1 day before the Board Meeting) in writing
- Contribute towards the organization of annual Society events including but not limited to Annual Conference, Gala CAHRE Awards and AGM
- Additional duties as assigned

Sponsorship & Fundraising Director dates: 19 November 2026 – November 2028

I, _____ confirm my agreement to undertake the above responsibilities and duties as listed.

Signature

Date