



Sponsorship Committee Policy

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Version 1

Version	Description	Author(s)	Adoption
1	Initial Version	Sierra Campbell (President)	November 5th, 2022

Part A: Definitions

1. The following terms will be used throughout this document and are hereby defined:
 - a. ECA - shall mean the Engineering and Computer Science Student Association of Concordia University;

Part B: Purpose

1. The purpose of this policy is to outline the composition, mandate and responsibilities of the Sponsorship Committee.

Part C: Committee Composition

1. The Sponsorship Committee shall be composed of a minimum of 4 members and a maximum of 7.
 - a. Mandatory VP of External Affairs
 - b. Mandatory VP of Financial Affairs
 - c. Mandatory 2 Appointed Sponsorship Directors
 - d. Facultative Director of Financial Affairs
 - e. Facultative Director of External Sources of Revenue
 - f. Facultative Director of Internal Sources of Revenue
2. The Sponsorship Directors are students at large who will be appointed through the following application process:
 - a. The VP of Marketing and Communications will post on ECA platforms announcing the recruitment of Sponsorship Directors. This announcement is to include all requirements for submitting an application.
 - b. The VP of Financial Affairs and VP of External Affairs will jointly filter candidates by their application and interview selected candidates.
 - c. Selection for the position will be ratified by the BOD.

Part D: Scope

1. Mandate: to acquire sponsorship from external and internal sources to fund affairs of the ECA for the improvement of services provided to students.
2. The VP of External Affairs will ensure smooth functioning of the Sponsorship Committee and is ultimately responsible for the fulfillment of the mandate.
3. Responsibilities of the Sponsorship Committee include, but are not limited to:
 - a. Creating a professional sponsorship package.
 - b. Contacting potential sponsors both internally at Concordia and externally with industry professionals.

- c. Meeting with potential sponsors to discuss details of partnership.
- d. Collaborating with ECA Executives to ensure adequate funding is secured for activities such as workshops, conferences, competitions, and social events.
- e. Tracking progress made and sponsorships successfully acquired.
- f. Delegating tasks to members of the Sponsorship Committee.
- g. Hosting regular meetings to provide updates.