



## SPONSORSHIP COMMITTEE CHARTER

### Purpose

There shall be a committee of the Board of Directors (the “Board”) of the Forum of Executive Women (“FOEW”) to be known as the Sponsorship Committee (the “Committee”). The Committee is responsible for assisting in fundraising efforts to support the FOEW’s mission and initiatives.

### Composition

The Committee is open to members of the FOEW who are in good standing and who are available to support the FOEW in carrying out the Board’s strategic vision and to dedicate their time to creating and implementing initiatives that will advance the purpose of the Committee and the mission of the FOEW.

The chairperson will be nominated in accordance with the procedures set forth in Charter of the FOEW’s Nominating Committee.

The Committee’s size is not pre-determined, and should be dependent upon the scope of the committee’s activity for the year as well as the sponsorship revenue established in The Forum’s budget. The Committee may consist solely of the Chair. Recognizing that members who serve as volunteers have limited time availability, the Committee may want to establish a larger group of members with specific sub-groups being assigned to smaller, more focused initiatives overseen by the Committee’s leadership. A Committee member may be removed by the Board at any time in its discretion, if that member is not determined to be in “good standing.”

The Committee Chair may designate (after conferring with and gaining concurrence from the FOEW’s Executive Director and/or Executive Committee) up to four vice-chairs from the Committee’s active membership to oversee specific initiatives and/or assist the chair in specific duties.

The Committee may form and delegate authority to subcommittees of this Committee when appropriate.

### Specific Power, Authority and Responsibilities

The Committee shall have the following power, authority and responsibilities:

1. Cultivate and maintain the growth of relationships with existing and new sponsors in order to develop and maintain their commitment to the FOEW and its mission.
2. Offer the FOEW Foundation as an alternative to companies to support the FOEW’s initiatives.
3. Develop initiative sponsors to contribute funds to advance specific FOEW initiatives if deemed appropriate by the Committee.
4. Review sponsors and sponsorship levels annually to determine the best course of action for sponsorship for the upcoming year.

5. Collaborate with Membership, Mentoring and other FOEW committees to further the Committee's strategic goals, strategies and plans and the mission of the FOEW.
6. Make reports to the Board on an as-needed basis and seek the Board's help in identifying sponsors.
7. Review and reassess annually the adequacy of this Charter and recommend to the Board for approval any proposed changes to this Charter.
8. Perform such other duties and responsibilities as may be assigned to the Committee from time to time by the Board.

### Structure and Meetings

The Chair shall, after consultation with the other members of the Committee, (i) determine the dates, times and places for meetings of the Committee, and (ii) set the agenda for each meeting (which may be held by conference call). The Chair shall preside at each meeting of the Committee, except that in the absence of the Chair at any particular meeting, then the Committee member designated by the Chair shall preside at such meeting. A majority of the total number of Committee members then in office shall constitute a quorum for the transaction of committee business and all matters to be decided by the Committee shall be decided by the affirmative vote of a majority of the members present in person at a duly called meeting of the Committee.

### Operating Policies

1. The Committee will keep the minutes of all Committee meetings (designating in its discretion such individuals to record the minutes) and approve them by subsequent action.
2. The Committee will determine its rules of procedure in accordance with the FOEW's Bylaws.
3. The chairperson of the Committee will report to the Board on an as-needed basis regarding the significant actions taken by and the activities and findings of the Committee as well as any recommendations for action by the Board when appropriate.

Adopted by the Board of Directors this 19th day of May, 2015.