



**JOB DESCRIPTION**  
**DIRECTOR OF BUSINESS PARTNER RELATIONS**

**Member of the Board**

The Director of Business Partner Relations promotes and maintains strong vendor relationships in order to enhance the services and benefits available to Chapter members and strengthen the Chapter's economic base. The Director of Business Partner Relations assists the Chapter to seek monetary donations from local Business Partners the Business Partner Sponsorship Program. The Chapter partners with Business Partners during social events, annual conference and regional conference. Through business partnering, the Chapter is able to offer educational scholarships to local, regional and national conferences. The Director of Business Partner Relations helps recruit new Business Partners and serves as the liaison between the Chapter and Business Partners by communicating the benefits and opportunities available for participating Business Partners.

**Business Partner Master List**

The Director of Business Partner Relations is responsible for the compilation and maintenance of the Chapter's master list of Business Partners.

**Business Partner Sponsorship Program**

The Director of Business Partner Relations makes recommendations to the Board regarding Business Partner sponsorship opportunities. The Director of Business Partner Relations is responsible for managing RSVP and payments by Business Partners to coincide with their choice under the Chapter Business Partner Sponsorship Program and following up with those Business Partners who have not paid their sponsorship. Sponsorship opportunities should be communicated to Business Partners in the later part of each year in order to allow Business Partners to plan their budgets for the following year.

**Business Partner Orientation — Elevate Your ALA Sponsorship**

The Director of Business Partner Relations is responsible for implementing the annual Business Partner Orientation, currently entitled "Elevate Your ALA Sponsorship", in conjunction with the Board of Directors. The Director of Business Partner Relations will make recommendations to the President and the Board to establish the date, time and place to conduct the Business Partner Orientation and, together with a Committee, shall coordinate and implement the event.

**Business Partner and Educational Forum**

The Director of Business Partner Relations is responsible for implementing the annual Business Partner and Education Forum in conjunction with the Board of Directors. The Director of Business Partner Relations will make recommendations to the President and the Board to establish the date, time and place to conduct the Business Partner and Educational Forum and, together with a Committee, shall coordinate and implement the event.

**Business Partner Social Events**

The Director of Business Partner Relations is responsible for implementing all Business Partner social events and outings. The Director of Business Partner Relations will make recommendations to the President and the Board to establish the dates, times and places to conduct the Business Partner social events and, together with a Committee, shall coordinate and implement the events.