



Volunteer Opportunities

Email conference@icfmetrodc.org to learn more and get involved!

Sponsorship Committee

The primary responsibility of the Sponsorship Committee will be to help identify and create relationships with potential sponsors and partners for the Capital Coaches Conference. By fostering partnerships and relationships with respected organizations, you will help further the ICF Metro DC Chapter brand and reputation as well as help generate revenue for the conference and chapter.

We are looking for 4 to 5 committee members with some experience in relationship and sponsorship management and/or sales and marketing to help in this committee. In this committee you will:

1. Identify potential partners and sponsors for the conference,
2. Work and collaborate with the events management vendor to ensure the partners feel valued and all contractual agreements and deliverables have been met, and
3. Create follow-up survey content for sponsors post-conference.

This is not an exhaustive list but is a starting point.

Marketing and Communications Committee

The goal of the Marketing and Communications Committee is to help market the conference and communicate with attendees. Volunteers for this committee will help manage and collaborate with the communications and marketing vendor and/or event planner. The Marketing and Communications Committee will help ensure all communication and marketing materials meet ICF Metro DC standards, style, and professional tone.

We are looking for 4 to 5 committee members with some experience in communications, content strategy, advertising, and any other aspects of marketing to help in this committee. In this committee you will:

1. Collaborate with the event planner,
2. Ensure the website content, communications and marketing plan are set and meet ICF standards and with the correct terminology,
3. Help create email marketing to the coaching community,
4. Assist the event planner and/or marketing vendor with any necessary ad placement, idea generation for coaching topics, content or publications, and
5. Any other communications and marketing materials the marketing vendor/event planner might need to execute an effective communications and marketing plan.