



Director, Sponsors & Exhibitors

Position Description

The Director, Sponsors & Exhibitors is elected by the AMUG members and serves on the Board of Directors for a two-year term. The Director, Sponsors & Exhibitors works in partnership with the Vice President to communicate, coordinate and manage the Sponsors and Exhibitors for the annual AMUG Conference.

Primary responsibilities of Director, Sponsors & Exhibitors include, but are not limited to:

- Develop and coordinate a forum for users and vendors/sponsors/exhibitors to develop applications and best practices of AM user community.
- Responsible for acquiring, maintaining, and managing sponsors and exhibitors for the annual User Group Conference.
- Qualify sponsors and exhibitors, in tandem with the Vice President, that support the education and advancement of additive manufacturing technologies used in a professional industrial environment.
- Serve with the Vice President as the fundamental contact for AMUG Sponsors and Exhibitors to answer questions and address concerns in a timely manner.
- Facilitate sharing of practices and techniques to be used by the membership by collaborating with the Expo Committee to ensure the attendees, sponsors and exhibitors extract as much value as possible from the AMUGexpo.
- Works with the Director, Education & Conference to facilitate a forum for vendors, along with users, to develop applications and best practices of AM equipment, AM materials, ancillary equipment/processes, and complementary software.
- Assist the Vice President as needed.
- Provide AMUG Newsletter content as required.
- Provide Sponsor and Exhibitor updates and reports to the Board of Directors.
- Committee Participation:
 - Co-Chairs the Sponsor and Exhibitor Committee with the Vice President;
 - Serves on the Expo Committee;
 - Interfaces with other committees as necessary.

Expectations

- Actively support the Objectives and Purposes of the Corporation as outlined in Article 2, Section 1 of the AMUG Bylaws.
- Knowledgeable of Roberts Rules of Order.
- Attend AMUG Board of Directors meetings.
- Attend AMUG Committee Chair meetings.
- Arrive the Friday before AMUG Conference
- Attend the annual AMUG Conference.
- Attend the AMUG Business Meeting at the AMUG Conference.
- Attend the annual Meeting of the Board of Directors.
- Assist in transition of duties to the Director, Sponsors & Exhibitors-elect.
- While financial management is the primary focus of the Treasurer, the entire AMUG Board shares the responsibility of financial oversight and accountability.

Time Commitment (minimum)

- Board of Director meetings – 1 hour @ 2/month
- Committee Chair meeting – 1 hour/month
- Attend AMUG Conference from Friday to Friday.
- Annual Board meeting – up to 4 days/year (Travel required)
- Conducts recruiting of sponsors – 10 hours per week.
- Committee meetings
 - Co-chairs Sponsors and Exhibitor committee with one hour meeting per month.
 - Serves on Expo committee, meeting frequency as needed to meet objectives.
- Note: Meetings will generate action items that will require additional time

Term

- Director, Sponsors and Exhibitors position is a minimum of a two-year term.
- No limitation on the number of terms.

Qualifications

AMUG Member in good standing as outlined in the AMUG Bylaws, Article 12, Members.

No position, except the Treasurer, may be held by the same person or employees of the same company, or employees of affiliates of the same company at time of election or appointment. In addition, the Treasurer and Director at Large may not be from the same company or affiliate due to financial responsibilities.



DIRECTOR, SPONSORS & EXHIBITORS JOB DESCRIPTION

AMUG Board of Directors

Experience

Demonstrated active support of AMUG's mission, philosophy, objectives and purpose.

Director, Sponsors and Exhibitors position does not provide an automatic ascension to any Board of Director position.

Revision History

Amended 10/20/2022, AMUG Board of Directors

Amended 07/20/2023, AMUG Board of Directors

Amended 07/12/2024, AMUG Board of Directors

Amended 12/6/2024, AMUG Board of Directors