

Chair(s):

Rob Riggs, CAE, The Mattison Corporation
Co-Chair TBA

Charge

The STAR Awards Committee plays an important role in ISAE's ongoing efforts to provide valuable experiences to members. This committee serves as key contributors to securing sponsorships, partners and themes, as well as overall event planning assistance for the Association's premier event. The committee supports the event planning efforts made by ISAE's director of events as well as assists in marketing for event promotion and theme selection as necessary.

Composition

Committee chairs and co-chairs are appointed by the ISAE president. All committee members shall be members in good standing of the Association. The make-up of the committee should be a diverse representation of the ISAE membership. Committee members will work closely with ISAE's director of events.

The term of appointment is June 2022–December 2022. All committee members should expect to contribute an average of one to two hours per month, with variation depending on assignments taken on by specific committee members and onsite needs the day of the event.

Committee members must act in the best interest of the Association in executing their duties, keeping in mind the needs of ISAE members and potential members rather than political or personal motivations.

Benefits

Committee members will benefit from staying abreast of current issues and events of the non-profit association industry, building their professional networks with ISAE members and contributing to the betterment of the profession and the Association.

Committee Responsibilities and Ongoing Tasks

- Usually meets bi-monthly from January-July, then monthly from August-December

Q1:

- Site selection/date selection
- Review survey from previous year
- Recruit volunteers for Star Awards Committee

Q2:

- Review awards – possible new awards, eliminate awards
- Review program
- Solicitation for sponsorships
- Decide on event charity

Q3:**Indiana Society of Association Executives (ISAE)**

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STAR Awards Committee

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- Develop possible theme, décor and promotion for STAR celebration.
- Finalize sponsors.
- Work with staff to encourage nominations and attendance.

Q4:

- Attend STAR Awards. Select onsite volunteer responsibilities
- Encourage attendance to members
- Review event plans
- Promote event charity

Staff Responsibilities

- Maintain committee roster.
- Negotiate and contract with venue and vendors.
- Maintain budget.
- Schedule committee meetings, work with co-chairs to develop agendas and complete meeting minutes.
- Provide support to the committee throughout the planning process.