

# STAR AWARDS COMMITTEE 2018

**Co-Chairs: Denise DeLong, Indiana Council of Community Mental Health Centers, and Laura Rowe, Horizon Convention Center**

## 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 2018–December 2018. 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

- Develop theme, décor and promotion for STAR celebration.
- Secure sponsors.
- Secure silent auction donations.
- Work with staff to encourage nominations and attendance.
- Usually meets six times between June and December.
  - Five face-to-face meetings or conference calls.
  - One event wrap-up call.
  - Meetings usually last one hour.
- Attend STAR Awards. There will be onsite volunteer responsibilities.

## 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.



INDIANA SOCIETY *of*  
ASSOCIATION EXECUTIVES