

ADRP Volunteer Job Description

International Stewardship Awards (ISA) committee (ad hoc) Committee Chair

Purpose of Committee

MISSION:

The ISA committee is responsible for developing and awarding the ADRP International Stewardship Awards (ISAs), which have been established as the premier awards program recognizing excellence and outstanding accomplishments in the donor relations field. The committee oversees efforts to maintain, evaluate and expand the ISAs as needed to ensure they maintain their status as the premier donor relations awards program.

GOALS/OUTCOMES:

The committee chair is responsible for recruiting approximately XX to XX committee members that represent the ADRP community and the variety of sectors it represents. The committee is then responsible for determining the process for selecting the ISA winners. In addition, the committee is responsible for ensuring the award categories represented are appropriate and make any adjustments and/or additions as needed. A standardized scoring system is recommended and should be revised as deemed appropriate. In addition, the committee must determine the judging process. The committee chair is responsible for leading this process.

The ISAs are presented at ADRP's yearly International Conference. The committee chair and the committee coordinate the awards ceremony and work with the conference's marketing and attendee experience committees to ensure awards are promoted and prominently featured at the ADRP International Conference. They secure the physical awards and any other prizes that may be determined.

After the awards process is complete, the committee chair should compile a document of recommendations and lessons learned for the incoming committee. The chair should also make a recommendation to the Board liaison for the next committee chair, hopefully chosen from the current committee members. In addition, the chair should ensure all necessary minutes and other tracking documents are uploaded to Basecamp as well as sent to the ADRP home office to ensure proper historical records are maintained. Finally, the committee chair should act as a mentor if and when needed by the new chair.

Responsibilities

1. The committee chair is expected to coordinate and lead several conference calls. Work time outside the calls, such as creating judging guidelines, brainstorming categories and securing judges is an expectation. On average, a time commitment of 50 to 65 hours total is expected, including conference calls. The committee chair is highly encouraged to attend the ADRP International Conference to see the awards presentation, but this is required.
2. Key responsibilities: Select committee members, lead conference calls, evaluate award categories/make recommendations for new categories, determine judging process, work to promote entries, select winners and recap process for transition to future chair.

Qualifications and Skills

- Organized and solid attention to detail
- Ability to create and adhere to timelines
- Comfort taking lead and encouraging communication among committee members
- Solid verbal and written communication skills
- Ability to collaborate with others
- Comfort with making some solo decisions and reporting back to the committee as needed
- Ability to listen to others and find common ground to make decisions

Committee Composition: Recruitment and Diversity

Work to promote recruitment of a diverse committee and general information on the recruitment resources and process.