

# ADRP Volunteer Job Description

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

---

## 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 is 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 and coordinate the judging process. The committee chair is responsible for leading these efforts.

The ISAs are presented at ADRP's yearly International Conference. The committee coordinates the awards ceremony, as well as works with the conference's marketing and attendee experience committees to assure awards are promoted and prominently featured at the ADRP International conference. The committee secures the physical awards and any other prizes that may be determined.

After the awards process is complete, the committee should assist in providing recommendations to the committee chair, who will compile the feedback for the next committee.

## Responsibilities

---

1. Committee members are expected to participate in several conference calls and come prepared to participate in the conversations. Work time outside the calls, such as creating judging guidelines, brainstorming categories and securing judges is an expectation. On average, a time commitment of 25 to 30 hours total is expected, including conference calls. Committee members are encouraged to attend the ADRP International Conference to see the awards presentation, but this is not a requirement.

2. Key responsibilities: Evaluate award categories/make recommendations for new categories, determine judging process, work to promote entries, select winners.

### Qualifications and Skills

---

- Organized and solid attention to detail
- Ability to adhere to timelines
- Clearly communicate among committee members
- Solid verbal and written communication skills
- Ability to collaborate with others