

2017 Sustain Charlotte Awards Celebration Committee Roles & Responsibilities

Purpose

The purpose of the Awards Committee is to contribute to the success the 2017 Sustain Charlotte Awards Celebration on April 20, 2017. Members of the committee will assist in advising and strategizing on activities relating to the 2017 Sustain Charlotte Awards including increasing Sustain Charlotte's visibility and fundraising potential in relation to this event.

Committee Make-Up

The Awards Committee meetings will be lead by Sustain Charlotte's Development Director. The committee is ideally comprised of at least one Sustain Charlotte Board member and other (4+) community members at-large. The Board representative will be responsible for reporting committee activities at monthly Board meetings.

Commitment

Awards Committee members are expected to attend monthly meetings and assist with event related activities. Meetings may increase in frequency as we approach the event date. The term of an Awards committee member is February through May 2017.

Responsibilities:

- 1) Assist in the solicitation of raffle (or live auction) items for the event.
- 2) Assist in planning, participation in, and marketing of the 2017 Sustain Charlotte Awards. Members are encouraged to sell 4+ tickets to the event and send out e-mails, social media posts and other reminders to personal contacts to increase event attendance.
- 3) Each member will assist with the identification and solicitation of at least one event sponsorship (from organization or company) for the event.
- 4) Provide feedback on Sustain Charlotte's event marketing materials as well as evening program and agenda.
- 5) Assist with recruitment of other volunteers to help on day of event as needed, including set up, registration, check-out, clean-up etc.
- 6) Attend one follow up meeting after the event to discuss pros/cons and provide recommendations for the 2018 Awards event.
- 7) Make a personal annual or monthly gift to Sustain Charlotte (encouraged but not required).