



## **GOLDEN TRIANGLE AWARDS COMMITTEE – Roles & Responsibilities**

As a special committee for the chapter, the Golden Triangle Awards (GTA) committee is responsible for the planning and execution of all aspects of the chapter's signature annual award competition.

All GTA efforts will be led by the GTA Chair, who will oversee and manage the timeline and activities of the GTA Committee. While aspects of the competition may change each year, in general the following areas should be developed and managed to maintain a successful competition program:

- Competition theme
- Setting all competition milestone dates
- Call for entries: timelines, collateral production
- Entry management: collecting entries, judging, scoring
- Award ceremony event planning: logistics, P/Os, reservations, meals, invitations, decors
- Tracking all finances (in coordination with the Treasurer)
- Securing special emcee for ceremony
- Sponsorships (in-kind, monetary)
- Trophies
- Photography/videography
- Script writing
- Business Communicator of the Year (BCY) nominations
- Promotions: social media, media relations, marketing
- Post-GTA follow up: scoresheets, thank-yous

### **SPECIFIC ROLE: GTA COMMITTEE CHAIR**

The GTA Chair is the primary person responsible for recruiting volunteers to serve on the GTA committee, with assistance from the President and other Executive Board members. The GTA Chair shall meet with all GTA Committee members at least once a month to discuss GTA strategy, tactics, issues, and execution of initiatives, and shall report on activities to the President and Executive Board monthly or as requested.

Term Length: 2 consecutive years (time frame depends on when GTA competition is held)

Must be an IABC member? No

Election: Voted by chapter membership on annual slate of board officers, or appointed by majority vote by current board officers

### **SPECIFIC ROLE: GTA COMMITTEE REGULAR MEMBERS (minimum 2 needed)**

Term Length: 1 term year (time frame depends on when GTA competition is held)

Must be an IABC member? No

Election: Membership granted by GTA Committee Chair or board officers