



INTERNATIONAL
SPECIAL EVENTS SOCIETY
NEW YORK METRO CHAPTER

COMMITTEE DESCRIPTIONS

Now that you've become a member of the ISES New York Metro chapter, it's time to take advantage of your membership and join a committee. Please carefully consider what your interests and strengths are, and the benefits that you wish to gain from participation as a committee member -- then get involved. We value our committees and honor their hard work and dedication.

Below is a brief listing and description of each of our Chapter committees and the committee chair. This is also posted on our website at www.isesnyc.com. If you have any questions regarding a committee please contact info@isesnyc.com.

BIG APPLE AWARDS COMMITTEE

Committee Chair – Board Director of Big Apple Awards

Responsibilities

Responsible for the Chapter's promotion and the organization of the awards program for the Big Apple Awards. Collection of entries, facilitate judging process and insure accuracy of overall process. Vendor coordination, all production details; décor, rentals, gift bags, journal, media, etc. Responsible for identifying, appointing and

Qualifications:

Good organizational skills, detail oriented. Ability to meet deadlines. Participation and awareness of Chapter members and activities.

Note: Members of this committee may not be eligible to submit for an award.

Commitment:

Monthly committee meeting. Project execution and follow up. Attend Chapter activities and functions whenever possible.



INTERNATIONAL
SPECIAL EVENTS SOCIETY
NEW YORK METRO CHAPTER

COMMUNICATIONS COMMITTEE (Public Relations and Website Content)
Committee Chair – VP of Communications

Responsibilities:

PR is responsible for announcements publicizing programs and events. Development of press releases. Brand compliance of all chapter logos and printed materials for all communications to the membership, non-membership and media.

Webmaster is responsible to keep website updated and accurate.

Qualifications:

Strong communication skills required. Interest and knowledge of marketing. Experience and interest in marketing outreaches. Participation and awareness of chapter and activities

Commitment:

Monthly committee meetings. Project execution and follow-up. Hours may vary per project. Working with designers and media deadlines.

COMMUNICATIONS COMMITTEE (Evites and Newsletters)
Committee Chair - Board Director of Communications

Responsibilities

Responsible for monthly announcements publicizing programs and events. Brand compliance of all chapter logos and printed materials for all communications to the membership, non-membership and media.

Newsletter Editor is responsible for insuring members receive monthly issue on a timely basis.

Qualifications

Responsible for monthly announcements publicizing programs and events. Brand compliance of all chapter logos and printed materials for all communications to the membership, non-membership and media.

Newsletter Editor is responsible for insuring members receive monthly issue on a timely basis.

Commitment

Monthly committee meeting and reporting. Working with designers and media deadlines. Project execution and follow-up.



INTERNATIONAL
SPECIAL EVENTS SOCIETY
NEW YORK METRO CHAPTER

MEMBERSHIP COMMITTEE

Committee Chair – VP of Membership

Responsibilities

Responsible for managing the Chapter's recruitment and retention programs. Ability to motivate and reward members for their involvement.

Qualifications

Excellent interpersonal skills. Organized and detail oriented. Interest in recruitment and retention program. Participation and awareness of chapter and member needs.

Commitment

Monthly committee meetings. Project execution and follow up. Attend Chapter activities and functions whenever possible.

STUDENT COMMITTEE

Committee Chair – Board of Director of Membership

Responsibilities

Responsible to coordinate special Student Member projects, oversee details of pre-planning and production.

Qualifications

Must be a student member of Chapter. Detail oriented. Work well with others. Participation and awareness of chapter and member needs.

*Student Members only.

Commitment

Monthly committee meeting. Project execution and follow up. Attend Chapter activities and functions whenever possible.

STRATEGIC PARTNERSHIPS COMMITTEE

Committee Chair – Board Director of Strategic Partnerships

Responsibilities

Solicits and coordinates the Chapter's sponsorship opportunities with current and potential sponsors and strategic partnerships

Qualifications

Great interpersonal skills. Highly organized. Experience preferred. Ability to execute fulfillment of sponsorship benefits. Attention to detail. Commitment to ISES brand.

Commitment

Monthly committee meeting. Execution of various solicitation outreaches.



INTERNATIONAL
SPECIAL EVENTS SOCIETY
NEW YORK METRO CHAPTER

MONTHLY PROGRAMS COMMITTEE

Committee Chair – VP of Programs & Education

Responsibilities

Responsible for ensuring the successful production of all monthly programs. Ability to oversee all details of pre-planning and production.

Qualifications

Good organizational skills, strong management ability, detail oriented. Ability to meet deadlines and oversee sub-committee. Participation and awareness of Chapter members and activities.

Commitment

Monthly committee meeting and reporting. Project execution and follow up. Hours may increase closer to each monthly event.

TWIN CHAPTER PROGRAM COMMITTEE

Committee Chair – Board Director of Special Projects

Responsibilities

Work with the ISES UK Chapter. Coordinate exchange visits to New York and the UK . Write monthly articles for UK newsletter and obtain articles from UK Chapter.

Qualifications

Excellent interpersonal, writing and planning skills. Organized and detail oriented. Interest in International Relations. Participation and awareness of Chapter and member needs.

Commitment

Monthly committee meeting. Project execution and follow up. Attend Chapter activities and functions whenever possible.



INTERNATIONAL
SPECIAL EVENTS SOCIETY
NEW YORK METRO CHAPTER

COMMITTEE SIGN UP SHEET

MEMBER INFORMATION:

Name	Company	Title
Phone	Fax	Email
		Website

COMMITTEE INFORMATION:

Please tell us what committee(s) you'd like to be involved in. Please list them in order of preference.

1st Choice: _____

2nd Choice _____

3rd Choice _____

COMMITMENT AVAILABILITY

Please tell us your availability to commit time to committee projects and events. This could be anywhere from 8 hours a week to 8 hours a month.

PREVIOUS ISES LEADERSHIP EXPERIENCE

Please list your most recent ISES leadership experience:

Position	Committee or Event	Year
Position	Committee or Event	Year
Position	Committee or Event	Year

ADDITIONAL RELEVANT EXPERIENCE

Please list any additional relevant experience such as leadership within other event associations or related organizations.
