



JOB DESCRIPTION

Vice President - Big Wig Awards

The responsibilities of the VP of the Big Wigs Awards are:

- Recognize contribution made by service providers and vendors
 - Recognize the unsung heroes whose skills and craft allows creatives to win awards
- Encourage members to nominate and vote for their favorite service providers
- Work with Sponsorship Committee to sell sponsorships to creative agencies as a way to give back to the technical community that produces their work
- Continue revising (with board approval)
 - Categories – changes to categories must be approved by the Executive Committee
 - Nomination process
 - Voting process
- Prepare a budget for approval by the Board of Directors
- Secure Venue for the event
- Secure catering for the event
- Coordinate with the Communications Committee to adequately promote the event
- Coordinate with the Communications Committee to adequately promote the winners after the event
- Gather the committees work throughout the year to include in the Club Achievement books that are compiled in January and February. Use existing CA Books as a template and as a playbook and planning guide throughout the year
- Prepare a monthly written report. Committee VP's are expected to attend the monthly Board of Directors meetings. If unable to attend the board meeting please arrange for someone to sit in your place and give the report
 - Provide report to the Director of Operations 1 week prior to monthly board meeting