

Silver Leaf working committee

ROLE	DESCRIPTION	TIME COMMITMENT	TIMELINES
Project Manager	Supervise the committee and liaise with CER and CWR National Program Directors. The project manager position is a two-year commitment and leads to the National Program Director position.	2-3 hours per week	March to November
Members Liaison	Responsible for inquiries received in IABC Silver Leaf inbox before, during and after “Call for entries” period. Also responsible to notify all entrants (winners and non-winners) when results are finalized.	1 hour per week	April to November
Communications Lead	Responsible for creation of communication plan, actions and tools	4-5 hours per month	April to November
Communications coordinator	Support the communications lead with executing the communication action plan i.e. write announcements, press release, toolkit for chapter promotion	4-5 hours per month	April to November
Online website content coordinator	Review, update and create content for Silver Leaf section on IABC Canada website	4-5 hours per month	March & April October
Social media content coordinator	Create content for social media platforms to promote Silver Leaf program and winners	1 hour per week	April to November
Awards Force platform coordinator	Set up the program on the platform with fees and deadlines, review entries received and assign entries to judges, create results report	1-2 hours per week	April to November
Judges liaison - training and inquiries	Responsible to contact new and returning judges, ensure all judges follow training and respond to judges inquiries	1-2 hours per week	April to November
Chapters liaison	Connect with local chapter leaders to promote Silver Leaf program and winners and encourage local chapter winners to enter Silver Leaf. Once winners are known, encourage local chapter leaders to celebrate their winners.	1-2 hours per week	April to July & September & October
Reconciliation coordinators (2)	Perform a reconciliation audit once judging is complete to ensure clear winners and no questionable results	5 hours per week	September
Finance coordinator	Responsible for overseeing, coordinating and administering the financial records of the Silver Leaf program	2-3 hours per month	April to November
Trophies and vendors coordinator	Responsible to liaise with winners and vendors for orders of trophies and plaques, payment and deliveries.	2-3 hours per week	October & November
Event coordinator	Responsible to plan and execute virtual gala to announce winners in October	2-3 hours per week	August to October

Silver Leaf key dates:

- April 15th: “save the date” May 1st
- April 15-May 30: call for judges
- May 1st: submission process opens
- May 31st: end of early-bird deadline
- June 1-30: judges training
- June 30th: deadline for entries
- July 1st-15: assignment of entries to judges
- July 15-August 31: judging period
- Sept 1-21: reconciliation of results
- Sept 21-30: prepare announcements
- October 1st: winners announced